



Registration FAQ's

The College is responsible for ensuring that an individual practicing as a medical radiation technologist or electroneurophysiology technologist in Alberta is qualified to do so. Registration with the College assures the public that the technologist has met the requirements defined by the registration regulation made under the *Health Professions Act* (HPA).

Applicants

Q. Why should I register with the College?

A. The HPA requires that all persons who are practicing radiological technology, nuclear medicine technology, magnetic resonance technology, electroneurophysiology technology, and radiation therapy 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.

Under the HPA, mandatory registration applies to a person who supervises regulated members who provide professional services to the public. Supervision is defined to include one or more of the following:

- The individual has authority to hire or dismiss the regulated member.
- The individual oversees or contributes to the evaluation or review of the regulated member's performance.
- The individual is responsible for assigning work and setting priorities for the regulated member.
- The regulated member reports to the individual.
- The individual is responsible for providing training and ongoing education to the regulated member.

Q. What are protected titles?

A. The College regulates the practice of radiological technologists, nuclear medicine technologists, radiation therapists, magnetic resonance technologists and electroneurophysiology technologists. Each of these areas of practice is considered its own distinct profession and these professions are referred to as specialties. Members of the College practice in one or more specialty and must be licensed in each specialty.

No one may use the title Medical Radiation Technologist or its abbreviates without being a registrant of this College and only a registrant who holds the corresponding speciality may use the titles or their abbreviations set out below:

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 imaging	(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.

Detailed information on these specialties is available on the College website at:
<http://www.acmdtt.com/AboutUs.aspx>

Q. What is enhanced practice?

A. Enhanced practice refers to practice that requires the practitioner to perform restricted activities that are not authorized for the member's area of practice in which they are registered. An example of this would be a technologist who is practicing in the area of PET/CT. This role requires the technologists to be authorized in restricted activities from both the nuclear medicine areas of practice as well as from the radiological area of practice.

Members seeking this authorization are required to complete advanced training approved by the Council. When all practitioner requirements have been satisfied, the College will indicate a "condition of practice" on the practice permit indicating the achievement of an enhanced practice skill set. Members granted enhanced practice will be required to demonstrate maintenance of this competency upon renewal each year.

Detailed information on enhanced practice is available on the College website at
<http://www.acmdtt.com/Members.aspx>

Q. How do I apply for registration?

- A. You are required to submit application forms and supporting documentation to apply for registration.
- If you are currently registered to practice the profession in another Canadian province, you may be eligible for registration in Alberta under the Agreement on Internal Trade (AIT) - please follow the registration process at <http://www.acmdtt.com/Registration/Generalregistration/FullRegistration.aspx>.
 - If you are not registered to practice the profession in Canada and have an academic qualifications from a Canadian program - please follow the registration process described at <http://www.acmdtt.com/Registration/Generalregistration/FullRegistration.aspx>.
 - If you have never been issued a licence/permit to practice in Canada and have an academic qualification from outside Canada - please apply by following the process described on the College website at <http://www.acmdtt.com/Registration/InternationalApplicants.aspx>

Complete registration information including all forms can be accessed through the [registration section](#) of the website.

Q. How long does it take to process an application for registration?

A. An application for registration that meets all of the registration requirements is processed within three business days of when all required documentation are submitted to the College.

Q. Will I automatically become a MRT or ENP once all the documents are received at the College?

A. Upon receiving your application, the College will review it for completeness and email or call you if any further documentation is required. When your application is deemed complete, the College will process your registration within three business days and email you a confirmation of having issued your permit allowing practice in Alberta. You may start your practice based on this email; it is unlawful to do so before the College confirms your registration. The College will mail you a welcome package along with your practice permit and tax receipt within a few days of the above confirmation.

Members of the public can verify the registration status of College registrants through the online Member Directory at <https://secure.alinity.com/ACMDTT/webclient/registrantdirectory.aspx> as soon as the College issues your practice permit.

Q. What is the role of The Canadian Association of Medical Radiation Technologists (CAMRT) in the registration process?

A. The CAMRT develops and administers national certification exams for the four specialities - radiological technology, nuclear medicine technology, magnetic resonance technology, and radiation therapy. The exam is managed nationally to optimize consistency of practice across Canada.

The CAMRT also provides professional liability insurance through this College. You can read more about the CAMRT at www.camrt.ca.

Q. I am new to the College, what key things should I do to maintain my registration?

A. The mandate of the College is to protect the public of Alberta. The College is required to ensure that all registrants meet registration requirements to ensure the currency and competency of their skills and knowledge to practice on the public of Alberta.

If you are registered on the general register with a full practice permit, here are some key things you will want to bear in mind to maintain your permit to practice in Alberta:

- The College registration year runs parallel to the calendar year. This means that regardless of the date your practice permit became effective, it will expire on the 31st December of that year. Registrants are required to renew their practice permit by completing the annual registration (or renewal) process before their practice permit expires each year. Detailed information on how you complete this online process will be sent to you in October.
- The Continuing Competence Program (CCP) is a mandatory component of registration as outlined in the HPA. The CCP requires that a regulated member complete, in each registration year, a Reflective Practice Review. Non-compliance with the requirements of the CCP is deemed to exhibit unprofessional conduct, and could place a member's practice permit at risk. Continued non-compliance could lead to suspension of the permit. You can read more about the CCP on the College website at <http://www.acmdtt.com/ContinuingCompetence.aspx>
- Registrants are required to practice a minimum of 800 hours in their primary area of practice and (if applicable) 160 hours in their secondary area of practice within a five-year window.

As a self-regulated professional, it is your responsibility to ensure that you continue to meet registration requirements. If at any time you have questions regarding your registration status, you may call or email the College.

Q. What is Liability Insurance?

A. Professional Liability Insurance provides protection against claims alleging liability resulting from the rendering or failure to render professional services. In employer-employee relationships, employers are normally held responsible for the wrongful actions of their employees that occur within their scope and course of employment. Most often, the employer's liability insurer defends the court case and covers payment of the legal fees, court costs and damages.

Q. Why do I need liability insurance?

A. College regulations stipulate that all practitioners are required to have professional liability coverage in the minimum amount of \$1,000,000 per occurrence. Practitioners employed by a health authority in Alberta will have this coverage through their employer. Practitioners who are employed in an independent facility will need to verify coverage with their employer and provide evidence upon registration and renewal each year if they decide not to join the CAMRT.

Q. What does liability insurance cover?

- A. Liability coverage should include, at a minimum, protection (reimbursement for defense) against:
- negligence (example: a claim made by a patient that a practitioner did or failed to do something contrary to competent practice, resulting in harm to the patient)
 - errors and omissions (like negligence, but likely with less serious consequences)
 - secondary civil actions (i.e. the practitioner and the employer are sued together; the employer subsequently sues the practitioner in an effort to shift the responsibility and the burden) and; (not typically covered in employer's plans)
 - criminal charges (i.e. a practitioner is charged with assault as the result of something that was done to a patient in the course of a procedure). This is typically not covered in employer's plans.

Ideally, liability coverage should also include the following elements typically not covered in employer's plans:

- protection (reimbursement for defense) in the context of quasi-judicial proceedings, such as facility inquiries
- assistance in the context of licensing and discipline proceedings
- compensation for time lost related to providing evidence as a witness

Q. Does my employer's insurance cover me?

- A. Although most employers provide liability coverage, many practitioners believe that employer's insurance is insufficient and choose to also obtain independent coverage. Such additional coverage often covers any legal expenses if coverage under your employers insurance is disputed. Additionally, having your own personal insurance policy may cover more claims against yourself, above and beyond negligence claims which your employer's insurance policy may not cover. Independent policies often cover legal defence in disciplinary matters.

The most common defence in actions against practitioners is to claim that the practitioner is jointly liable with the employer (work site operator). Where the employer is the primary insured, the interests of the employer may skew the nature of the defence.

Q. What are my insurance options?

- A. The best option for medical radiation technologists is the professional liability plan provided by the Canadian Association of Medical Radiation Technologists (CAMRT), it covers the following situations:

- If you and your employer are sued and your employer seeks to recover from you
- If the charges are criminal (this is subject to some limitations)
- If the issue is related to a licensing or discipline
- If you have to appear as a witness

The CAMRT policy has been designed for a large homogeneous group; anecdotal evidence indicates that is the most economical policy available to you.

Electroneurophysiology Technologists may wish to investigate independent coverage as well.

Current Registrants

Q. My practice permit expires on 31st December, what should I do to practice after that date?

- A. The College registration year runs parallel to the calendar year. This means that regardless of the date your practice permit became effective, it will expire on the 31st December of that year. As a registrant of the College, it is your responsibility to complete the annual registration (or renewal) process to ensure you have secured the permit to continue practicing after December 31st. The College is required to cancel the practice permits of all individuals who do not complete the renewal process.

You will be able to complete the renewal process and provide your fees online from October 1st to December 1st each year. The College will send you detailed information on this process in September.

Q. Does the College have a pre-authorized payment plan (PAP) so I can pay my fees in instalments?

A. Upon careful evaluation, the College has concluded a PAP system is not feasible at this time.

Individuals that have withdrawal privileges at a financial institution (such as a bank, trust company, or credit union) on a chequing or savings account are able to set up pre-authorized payments; this would mean that they allow their financial institution to release recurring payments to the College through the year so that they do not have to pay their fee in a lump sum at the end of the year.

In investigating this system, we learnt that some Colleges in Alberta have discontinued this service on the request of their members. This is likely because from a member's perspective unexpected expenses cannot be taken into account when their bank account is set up to make automatic payments to their College. If there are not enough funds in an account to pay a direct authorization, payment requests will bounce (and not be paid) thereby triggering a NSF penalty fee from the financial institution and potentially hurting the member's credit history. Research also indicates that a PAP system is resource intensive to set up and maintain.

Q. What is the practice hour requirement and how does it apply to me?

A. Five years after initial registration, and every year after that, technologists registered with the College on the general register with a full practice permit are required to maintain a minimum of 800 practice hours in their primary area of practice in previous five years. Registrants who have a secondary area of practice must maintain a minimum of 160 hours in their secondary area of practice in previous five years.

Practice encompasses both direct clinical practice and/or roles such as administration, management, education and research. You cannot claim hours related to vacation, sick time, leave of absence, or any other paid/unpaid non-work hours. Practice hours may be claimed from anywhere in the world.

Registrants provide their practice hours for the year through the annual renewal process from October 1 to December 1st each year.

To determine eligibility for a practice permit valid in 2013, the College is required to review practice hours reported for the years 2008 through 2012. Similarly if you are applying for a practice permit valid from January 1 to December 31, 2014 – the College will review practice hours reported for the years 2009 through 2013. Registrants who do not have the required 800 practice hours at renewal time and expect that they will be able to meet this requirement before December 31st of that year/before their current practice permit expires - are given the opportunity to do so.

Q. I plan to stop work for some time and would like to change my full registration to a non-practicing Associate status, what should I do?

A. Technologists continuing to reside in the province may choose to stop work for period of time due to a variety of reasons such as parental leave, sabbaticals, illness or taking care of a loved one. If you are considering switching to a non-practicing Associate status you will want to know that:

- Associates are not allowed to use protected professional titles and practice any aspect of the profession. Practice involves not only the clinical and technical aspects of the profession; but also includes, and is not limited to, functions of education, management, research and administration.
- Registrants choosing to switch to an Associate status before the 30th June may be eligible for a \$220 refund and will be switched to an Associate status for the rest of the year. The renewal fee for Associate status is \$100.
- When you reinstate your practice permit in the future you will be required to meet the practice hour requirement. This means that you will be required to have 800 hours of professional practice in the five-year window previous to the date your application to reinstate is received at the College.
- Associates are not required to meet continuing competence requirements. If you have been selected to participate in a continuing competence audit and not yet met your audit requirements, you will be required to do so at the time you apply to reinstate your practice permit.

It is a good idea to contact the College with questions specific to your situation so you can take the decision best suited to your plans.

You can apply for Associate status and reinstate your practice permit in the future by following the registration process at www.acmdtt.com/Registration/Generalregistration/NonPracticingAssociate.aspx

Q. I will no longer be practicing the profession in Alberta, what should I do?

A. Technologists who do not intend to work in Alberta as they have ceased practice or intend practicing outside the province may choose to switch to a non-practicing Associate status by following the above process or Resign.

You can resign from the College by submitting your completed Status Change form or documenting your resignation via email, fax or mail. Registrants choosing to resign before 30th June may be eligible for a \$220 refund. Please remember that to reinstate your practice permit in the future you will have to meet all registration requirements and an application fee.

If you plan to practice in another province, you need to request the College to send a certificate of your professional standing to your new provincial regulator or association. There is no fee for this service.

Q. How do I change my name on the College register?

A. You can email, fax or mail your name change request to the College along with a document authenticating your new name.

- Name change requests must clearly document your current name, your new name and registration number.
- Name change documents can be a copy of your marriage certificate, birth certificate or change of name certificate issued under the Change of Name Act. You may attach a copy of a current Canadian passport or a Canadian Immigration Record and Visa or Record of Landing or a note seeking an exception due to extenuating circumstances if you do not have any of these records

Once the College is satisfied that you have validly changed your name, your name will be changed on the College register and a replacement practice permit will be sent to you. There is no fee for this service.

Please remember that you must practice in the name on the College register at all times.

Q. How do I change my home or business address, and/or other contact information on the College register?

A. You can change your home or business address and/or other contact information on your College record yourself by logging into your profile through the College website or by documenting your request to the College via email, fax or mail.

Registrants are advised to update the College of any change in name, home or business information such as workplace information within 10 business days of the change.

Reinstatements

Q. I plan to resume practice in Alberta, what should I do?

A. When you reinstate your practice permit you are required to meet the practice hour requirement. This means that you must have a minimum of 800 hours of professional practice in the five-year window previous to the date your application to reinstate is received at the College. If it has been over five years since you last practiced the profession, you may be eligible for a retraining program approved by the College; completion of such a program may enable your reinstatement. Contact the College to explore options specific to your situation.

- If you resigned your registration in Alberta, you can apply to reinstate your practice permit by

following the registration process at

http://www.acmdtt.com/Libraries/Awards/Application_for_Reinstatement-MRT-January_2013.sflb.ashx

- If you are currently a non-practicing Associate, you can apply to reinstate your practice permit by following the registration process at <http://www.acmdtt.com/Registration/Generalregistration/NonPracticingAssociate.aspx>.

Q. How do I contact the College?

A. For assistance regarding your registration at the College please contact us by:

Phone 780.487.6130 or 1.800.282.2165 extension 228

Fax 780.432.9106

Mail Suite 800, 4445 Calgary Trail, Edmonton AB T6H 5R7