



# National Guidelines for the Assessment of Credentials of Internationally Educated Medical Radiation Technologists

Canadian Association Of Medical Radiation Technologists  
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In collaboration with provincial regulatory bodies  
and professional associations



Canadian Association of  
Medical Radiation Technologists  
Association canadienne des  
technologues en radiation médicale

[www.camrt.ca](http://www.camrt.ca)

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# Preamble

The Canadian Association of Medical Radiation Technologists (CAMRT) led a project that brought together representatives of all provincial jurisdictions to develop national guidelines for the criteria and processes used for the assessment of foreign credentials.

The project sought to guide jurisdictions in establishing and maintaining assessment processes that are fair, transparent, timely and consistent, in keeping with the principles established in the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications.

The assessment of credentials of internationally educated medical radiation technologists (IEMRTs) is a requirement for access to a national entry-to-practice certification exam. Successful completion of the national certification examination is one of the requirements for access to the Canadian workplace in most jurisdictions in Canada. The purpose of the assessment is to determine whether the candidate meets the applicable requirements in a particular jurisdiction. The assessments conducted in all jurisdictions include a review of the following criteria:

- 1) The educational program completed by the IEMRT in medical radiation technology to determine substantial similarity to an approved Canadian program;
- 2) Clinical competence of the IEMRT and currency of work experience;
- 3) Language proficiency in at least one of the official languages of Canada; and
- 4) Other jurisdictional specific requirements.

There are six provinces that are regulated in Canada: Alberta, Nova Scotia, New Brunswick, Ontario, Québec and Saskatchewan. Three of these provinces – Alberta, Ontario and Québec – have developed processes for the assessment of the credentials of IEMRTs and complete independent reviews, while all of the other provinces and territories rely on the CAMRT to complete the assessment of the credentials of an IEMRT. The province of Quebec also administers an independent certification examination.

Throughout the project, the stakeholders conducted technical and legal reviews of the existing regulatory requirements and the existing assessment criteria and administrative processes currently in place. The stakeholders worked together to develop national guidelines for assessment practices and processes. The stakeholders also evaluated the information available to applicants with regard to the requirements for registration and developed guidelines for jurisdictions in this regard. Through a highly consultative and collaborative process, a set of national guidelines was developed. All parties that are, or that will be, conducting assessments of credentials for IEMRTs in Canada, both for access to a national certification exam and for entry to practice, may refer to these guidelines.

## Purpose

The guidelines have been developed to provide stakeholders with a conceptual framework, guidance and information to put in practice processes that embrace the principles of the Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications.

### **The stakeholders recognize:**

- the need to promote fair, credible, and standardized methods in the assessment of foreign credentials;
- the need to promote consistency among the jurisdictions in the assessment of foreign credentials;
- the importance of articulating a conceptual framework, such as a set of guidelines, for the assessment of foreign credentials in support of consistency;
- the advantages of working collaboratively to address issues related to the assessment of foreign credentials.



# Terms and definitions

## 2.1 Approved program

Canadian Medical Association (CMA)-accredited Canadian program: a Canadian program that has been assessed and approved by the CMA Conjoint Accreditation Services following an in-depth review process using established criteria that has been developed through a collaborative process with participating organizations.

Ontario-approved program: a program that is offered in Ontario and listed in Schedule 1 [to *Ontario Regulation 866/93*] or offered in Ontario and considered by the Council to be equivalent to a program listed in Schedule 1.

Alberta-approved program: a program of studies that has been approved by the Alberta College of Medical Diagnostic and Therapeutic Technologists Council.

Québec-approved program: a program which is approved by regulation of the Québec government under section 184 of the Code of professions and which gives access to a permit issued by the Ordre des technologies en imagerie médicale et en radio-oncologie du Québec.

## 2.2 Assessors

Medical radiation technologists who conduct the assessment of program content. The assessors should receive training on how to conduct and assessment of credentials and qualifications.

## 2.2 Certification process

All activities by which a certifying body establishes that a person fulfills specified competence requirements; these activities may include application, assessment, exam administration, decision on certification, use of certificates, logos and designations.

## 2.4 Guideline

In this context, the guidelines are a document that was developed through a consensus process that describes a conceptual framework which includes criteria for general operating practices and procedures, and provides additional resource material and references for voluntary use. These guidelines may be used as written or modified by the user to fit specific needs.

## **2.5 IEMRT candidate**

An internationally educated medical radiation technologist who has applied for registration/certification in order to practice the profession of medical radiation technology in Canada.

## **2.6 Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications**

A joint commitment by federal, provincial and territorial governments to work together to improve the foreign qualification assessment and recognition systems in Canada. Medical radiation technology has been identified as target occupation for implementation of the Framework by Dec 31, 2012.

## **2.7 Regulatory body**

A body established by provincial legislation, which regulates the activities of a professional according to applicable provincial legislation. It protects the public interest by ensuring that professionals are qualified to practise by assessing the credentials, training and work experience of an applicant to ensure the applicant meets specified requirements for practice in their jurisdiction. The regulatory body has an ongoing responsibility to ensure its members are practising in accordance with established standards of practice.

## **2.8 Stakeholders**

The stakeholders in this project included the Canadian Association of Medical Radiation Technologists (CAMRT), the provincial medical radiation technology member associations including:

- British Columbia Association of Medical Radiation Technologists (BCAMRT);
- Manitoba Association of Medical Radiation Technologists (MAMRT);
- Ontario Association of Medical Radiation Technologists (OAMRT);
- Newfoundland & Labrador Association of Medical Radiation Technologists (NLAMRT);
- Prince Edward Island Association of Medical Radiation Technologists (PEIAMRT);
- and the medical radiation technology regulatory bodies including:
- Alberta College of Medical Diagnostic and Therapeutic Technologists (ACMDTT);
- New Brunswick Association of Medical Radiation Technologists (NBAMRT);
- Nova Scotia Association of Medical Radiation Technologists (NSAMRT)
- College of Medical Radiation Technologists of Ontario (CMRTO);
- Saskatchewan Association of Medical Radiation Technologists (SAMRT);
- Ordre des technologues en imagerie médicale et en radio-oncologie du Québec (OTIMRO);

## **2.9 Assessment Organizations**

For the purposes of these guidelines, assessment organizations include regulatory bodies, professional associations and other stakeholders who complete assessments for applicants to determine eligibility for registration.

# General Guiding Principles for Organizations that Conduct Assessments of IEMRT Credentials

## GENERAL ASSESSMENT PROCESSES

- 1.1 The procedures developed by the assessment organization related to assessing credentials of IEMRT applicants, in each applicable jurisdiction, should relate to the requirements for registration and should comply with the applicable regulations and statutory requirements of that jurisdiction. In those jurisdictions where no regulation applies and where CAMRT conducts the assessment, this assessment is for access to the national certification exam only.
- 1.2 The procedures employed by the assessment organization shall be transparent, objective, impartial, fair and equitable for all applicants.
- 1.3 The procedures employed by the assessment organization in assessing an application should not impede or inhibit access by applicants.
- 1.4 Information about the applicable procedures that are used by the assessment organization in reaching a decision should be transparent and made available to potential applicants.
- 1.5 The assessment organization should be impartial and ethical in its dealings with applicants, conduct all activities and procedures honestly and responsibly, and avoid any actions that might discredit the organization and the profession.
- 1.6 The assessment organizations will comply with applicable legislation and regulation regarding credential assessment and registration.
- 1.7 Each assessment organization will identify the group(s), appropriate agencies or persons who will be responsible for:
  - 1.7.1 Managing the administrative processes related to the assessment of applications;
  - 1.7.2 Developing and implementing applicable policies, as appropriate, with regard to the assessment of applications.

## TRAINING

- 1.8** Each assessment organization will identify the committees or individuals who will be responsible for making decisions on assessments.
- 1.9** Each assessment organization will ensure the individuals responsible for making decisions on assessments have the necessary expertise and skill.

## CONFLICT OF INTEREST

- 1.10** Each assessment organization will develop processes and/or policies to ensure that assessors, decision makers and other staff members who deal with registration applications are required to declare any conflicts of interest.
- 1.11** Each assessment organization will develop processes to ensure that any person who has declared a conflict of interest does not participate in the assessment of the application or in the decision-making process for that applicant.

## CONFIDENTIALITY

- 1.12** Assessors, decision makers and other staff members who deal with registration applications must comply with the applicable jurisdictional legislation relating to confidentiality and privacy for information relating to applicants.

## INFORMATION REQUIREMENTS

- 1.13** The assessment organization should provide standardized information on the criteria and procedures for the evaluation of credentials of IEMRT applicants.
- 1.14** The assessment organization should provide information on the assessment processes in multiple formats: website, telephone or hardcopies of information as requested.
- 1.15** The assessment organization should provide information on the requirements for registration, including the ways in which requirements can be met and the criteria that will be assessed in the evaluation of their application.
- 1.16** The assessment organization should describe the required documentation to support an application and, where acceptable alternatives exist, provide appropriate information.
- 1.17** The assessment organization should provide information on the steps in the assessment and registration process that can be started and/or completed when the applicant is outside of Canada.
- 1.18** The assessment organization should provide information about any third party organizations that are part of the assessment process and with which the assessment organization will work during the assessment and/or registration process.
- 1.19** The assessment organization should provide information with respect to the length of time that the assessment process usually takes.



- 1.20** The assessment organization should provide information with respect to the fees charged during the process.
- 1.21** The assessment organization should provide information on the appropriate contact person(s) who can provide assistance and information to applicants.
- 1.22** The assessment organization should provide information with respect to any resources and supports that are available to applicants during the process.
- 1.23** The assessment organization should ensure the information provided is current and accurate by updating information as changes are implemented.
- 1.24** The assessment organization should regularly review the information provided to applicants to ensure that the information is current and accurate.

#### APPEAL PROCESS

- 1.25** The assessment organization should have an appeal process in place in accordance with applicable jurisdictional legislation and regulation, as appropriate.
- 1.26** The assessment organization should inform applicants of their right to an appeal and the required process to appeal the decision.

#### APPLICATION FORMS AND DOCUMENTATION

- 1.27** The assessment organization should require all applicants to complete an application form.
- 1.28** The information requested on the application form should be restricted to only the necessary information that is relevant to the processing of the application.
- 1.29** The application form should be signed by the applicant and could include some or all of the following:
- general instructions
  - applicable fees
  - general demographic information
  - discipline or specialty in which certification or registration is sought
  - required supporting documentation related to:
    - qualifications and credentials related to application
    - licenses to practice in other jurisdictions
    - proof of language fluency
    - proof of citizenship as required
    - proof of competency
    - proof of currency of practice

- a statement of affirmation and signature that the information provided by the applicant is accurate and true. This may also include:
  - authorization to verify information that was provided
  - agreement to comply with the requirements for certification or registration
  - any other acknowledgements and undertakings as required by the jurisdiction

**1.30** The assessment organization should provide information about the documents that must accompany an application. This may include:

- type of documents
- language and translation requirements
- format of the documents:
  - originals or notarized copies of diplomas or certificates
  - official or notarized copies of transcript of marks
- contact information to explore alternatives if original documentation is not available.

**1.31** The assessment organization should have a process to advise applicants about missing or incomplete documentation.

**1.32** Where an assessment organization involves third parties in the assessment process, instructions to applicant and contact information for the third party should be provided.

**1.33** All assessment organizations should assess documentation provided by an applicant for authenticity. A third party service may be used as required.

## ASSESSMENT OF QUALIFICATIONS

**1.37** The assessment should be based on transparent criteria that are linked to the standards for entry to the profession.

**1.38** The assessment organization should use specific criteria for assessing qualifications to ensure assessments are objective.

**1.39** The assessment criteria should be applied consistently to all applicants.

**1.40** The processes used for the assessment of applications should be reviewed periodically to ensure the processes are fair, transparent, objective and impartial.

**1.41** The results of the assessment should be communicated to the applicant in writing.

**1.42** The assessment should be completed in a reasonable period of time.

**1.43** All assessment organizations should require that the IEMRT applicant's education program in medical radiation technology be assessed for substantial similarity to Canadian programs that are approved in the jurisdiction where the application is to be assessed.

- 1.44** The program completed by the applicant in medical radiation technology should include both theoretical and clinical components.
- 1.45** The review of the applicant's program in medical radiation technology may include an assessment of the depth and breadth, and the nature and content of the program, where applicable.
- 1.46** The assessment organization may consider the continuing professional development activities completed by the applicant, where applicable.

#### EDUCATIONAL PROGRAM ASSESSMENT

- 1.47** Verification and assessment of the content of the program in medical radiation technology that was completed by the applicant should include a review of:
- curriculum or syllabus for the program
  - course outlines and detailed course descriptions
  - official or notarized copy of the transcript of marks
  - length of the program and hours completed in theoretical and clinical education.

#### LANGUAGE FLUENCY ASSESSMENT

- 1.48** The assessment organization should require that the IEMRT provides proof of language proficiency in one of the official languages as required by jurisdictional legislation or policy.
- 1.49** The assessment organization will assess the language fluency of the applicant either during the assessment of credentials for eligibility to write the national certification exam, or prior to registration to practice, after passing the national certification exam.
- 1.50** The assessment organization may determine the tests that are approved in their jurisdiction for an applicant to demonstrate language fluency.
- 1.51** The assessment organization should reference the attached reference material to establish the minimum required cut scores on the appropriate approved language tests for an applicant to demonstrate language proficiency. The cut scores in the reference material for the TOEFL, IELTS and MELA tests have been determined through a research project that sought to determine cut scores that would be nationally acceptable and involved the CAMRT, ACMDTT, OTIMRO and CMRTO in the research project.
- 1.52** The assessment organization should provide information for applicants on their minimum required cut scores and should include this information on their websites.

## CLINICAL COMPETENCE AND WORK EXPERIENCE ASSESSMENT

- 1.53** All assessment organizations should require that the IEMRT applicant provides proof of clinical competence.
- 1.54** The assessment organization should provide clinical competency assessment checklists, or other methods as determined by jurisdictional requirements, for an applicant to provide proof of clinical competence.
- 1.55** The assessment organizations should refer to the attached reference material for examples of suitable checklists.
- 1.56** All assessment organizations should require that the IEMRT applicant demonstrates proof of work experience within the past 5 years.
- 1.57** The assessment organization should provide information to an applicant on how they may provide proof of currency of work experience including providing a signed letter from the present or most recent employer, on letterhead, verifying work experience.
- 1.58** The assessment organization should have a process in place to manage applications from applicants who have completed a medical radiation technology program within the last five years and have not entered work in the profession.
  - 1.58.1** Each assessment organization should determine if these applicants are eligible for assessment in their jurisdiction and provide appropriate information to applicants.



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