

ACCESS TO REGISTRATION RECORDS

POLICY NUMBER: CR-005-02

DATE APPROVED: OCTOBER 28, 2025

DATE TO BE REVIEWED: October 28, 2028

DISTRIBUTION: Registrants

COMMITTEE: Credentials Committee

DATE(S) REVIEWED (REVISED):

ISSUING AUTHORITY: NSCMIRTP Board

APPROVAL: 

POLICY

The Registrar shall give a registrant or applicant for registration, at their request, all the information and a copy of each document the Regulator has that is relevant to their application. The Registrar may refuse to give an applicant anything that may be subject to legal privilege or that, in the Registrar's opinion, jeopardizes the safety of any person.

RATIONALE

The College aims to be transparent, objective, impartial and procedurally fair with its registration practices.

PROCEDURE

1. Registrants/Applicants who make a written request to the Registrar may receive information and a copy of each document the Regulator holds that is relevant to their application.
2. Records include all the documents that relate to the application, such as, but not limited to documents:
 - provided by the applicant as part of their application,
 - describing the Regulator's rationale for its decision,
 - assessment of qualifications completed or received by the Regulator,
 - related to accommodation requests, and
 - reviews and appeals of registration decisions.
3. The Regulator reserves the right to charge a cost-recovery fee for photocopying documents, mailing, and courier expenses. In these circumstances, the Regulator will inform the individual of the approximate cost to provide the documents and will proceed upon payment of this cost by the individual.

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4. Documents released will be clearly stamped "COPY".
 5. The Regulator will make every effort to respond to the request within 10 business days and to assist the individual with understanding the information.
 6. If the Registrar is of the opinion that the release of any of an applicant's documents may jeopardize the safety of any person, the applicant will be provided only those documents that are not considered to jeopardize the safety of any person.
 7. If the Registrar is of the opinion that any of the documents are subject to legal privilege, the applicant will be provided only those documents that are not considered to have legal privilege.
 8. If the Regulator refuses to provide access to all the applicant's documents it holds, the Regulator will provide reasons for denying access. Access may only be denied in certain specific circumstances such as where a registrant's information would reveal personal information about another individual, or where the information is being collected for an investigation pursuant to 56 (1), *An Act Respecting the Practice of Medical Imaging and Radiation Therapy Professionals*.
 9. A registrant may request to have their accessible information corrected by the Regulator. This applies only to factual information and not to any professional opinions formed by the Regulator. The Regulator may ask the registrant to provide documentation to support the request for change.

OUTCOME

1. Applicant provided with all documents concerning their registration.
2. Applicant provided with documents that do not jeopardize the safety of another person or are subject to legal privilege and the Registrar has provided reasoning for withholding documents.

Version Tracking

Created: September 2018

Revised: November 2020

March 2022

October 2025