

CONTINUING EDUCATION (CE) REQUIREMENTS

California Code of Regulations (CCR) section 1399.350 requires that all RCPs complete 15 hours of CE every two years. As part of the license renewal process, every licensee must report compliance with the CE requirement. In order to be accepted, CE courses must meet the criteria set forth in CCR section 1399.352.

All CE courses must be approved or provided by one of the following recognized organizations:

- 1) Any post-secondary institution accredited by a regional accreditation agency or association recognized by the United States Department of Education.
- 2) A hospital or health-care facility licensed by the California Department of Health Services.
- 3) The American Association for Respiratory Care.
- 4) The California Society for Respiratory Care (and all other state societies directly affiliated with the American Association for Respiratory Care).
- 5) The American Medical Association.
- 6) The California Medical Association.
- 7) The California Thoracic Society.
- 8) The American College of Surgeons.
- 9) The American College of Chest Physicians.
- 10) Any entity approved or accredited by the California Board of Registered Nursing or the Accreditation Council for Continuing Medical Education.

Successful completion of the following examinations in connection with a course approved by one of the above entities may be counted once for credit and must be for initial certification. However, repeating or "recertifying" in one of these areas may be counted towards the 5 hours of CE that is not required to be "directly related to clinical practice:"

- Advanced Cardiac Life Support
- Neonatal Resuscitation Program
- Pediatrics Advanced Life Support
- Advanced Trauma Life Support

Additionally, passing one of the following examinations offered by the NBRC can be counted once for CE credit:

- Registered Respiratory Therapist
- Certified Pulmonary Function Technologist
- Registered Pulmonary Function Technologist
- Neonatal/Pediatric Respiratory Care Specialist

Licensees (as well as providers) are required to maintain proof of CE completion for a period of four years.

RENEWAL APPLICATION CHECKLIST

DID YOU ...

- Indicate the number of CEs you have completed for this renewal period?
- Sign and date your renewal application?
- If applicable, provide your updated address and/or telephone number?
- If applicable, provide your name change and include supporting documentation, such as a copy of your marriage license or divorce decree?
- Answer the conviction statement?
- Provide your employer information on the back side of Part 2?
- Enter or confirm the last four digits of your Social Security number?
- Enclose a check or money order for the amount due made payable to the Respiratory Care Board?
- Detach Part 2 and enclose it in the window envelope with the address visible?

*Respiratory Care Board
Department of Consumer Affairs
State of California*



April 2006

Respiratory Care Practitioner

License Renewal Information



Respiratory Care Board of California

444 North 3rd Street, Ste. 270
Sacramento, CA 95814
Telephone: (916) 323-9983
Toll-Free: (866) 375-0386
E-mail: rcbinfo@dca.ca.gov
Website: www.rcb.ca.gov



Frequently Asked Renewal Questions

WHEN DOES MY LICENSE ACTUALLY EXPIRE?

If you fail to renew your license on or before your expiration date, your license will expire at midnight on the date of expiration.

HOW SOON CAN I RENEW MY LICENSE?

Renewal notices are mailed to the last address of record approximately 75 days prior to expiration. Your renewal application and payment may be submitted as soon as you receive the renewal notice in the mail. To ensure receipt of your renewed license in a timely manner, you are strongly encouraged to submit your completed renewal application at least 30 days prior to your current license expiration.

WHERE DO I SEND MY LICENSE RENEWAL?

All applications for renewal must be sent directly to the Department of Consumer Affairs, P.O. Box 942528, Sacramento, California 94258-0528. The Respiratory Care Board (RCB) recommends that you mail your renewal application by certified mail after making copies of all documents.

HOW LONG WILL IT TAKE TO PROCESS MY RENEWAL?

The Department of Consumer Affairs' (DCA's) estimated time frame for posting the receipt of renewal payments

is 15 working days. Why does it take so long? DCA's Automated Cashiering Unit processes between 5,000 - 10,000 renewal applications daily, for all licensing agencies within the Department. As a result, the RCB is unable to confirm receipt of your renewal application until DCA has posted it to your licensing record.

WHAT IF I RENEW AFTER THE EXPIRATION?

Licensees submitting a late license renewal application will be assessed a delinquent fee and may be subject to the issuance of a citation and fine if unlicensed practice occurred during the period the license lapsed.

WHEN WILL I RECEIVE MY RENEWED POCKET LICENSE?

If you have complied with all renewal requirements, your renewed pocket license is printed and forwarded to the RCB office for review and mailing. Licenses are usually mailed 10-14 days after the posting of your renewal payment.

If you have not complied with all renewal requirements, additional steps must be taken and your license renewal will be substantially delayed.

CAN I CONTINUE TO PRACTICE EVEN THOUGH I HAVE NOT RECEIVED MY RENEWED POCKET LICENSE?

Once your license has expired, you do not have the authority to practice respiratory care until DCA receives, processes and posts your renewal application, required continuing education units and your renewal and delinquent fees.

However, pursuant to Business and Professions Code section 121, if you mail your completed

renewal form **on or before** your license expiration date, you may continue to practice, even though you have not received your renewed pocket license, at the discretion of your employer.

Employers have the right to request proof from you that you are properly licensed to practice and some employers require proof of renewal immediately. Keep this and the estimated processing time of 4-6 weeks in mind when renewing your license.

Employers are always encouraged to verify the status of all Respiratory Care Practitioner licenses. You can verify licensure status by contacting the RCB via e-mail at rcbinfo@dca.ca.gov, or via the Board's website at www.rcb.ca.gov. The online license verification system is available 24 hours a day, 7 days a week. Licensing records are updated daily, Monday through Friday.

WHAT IS THE MOST COMMON CAUSE FOR DELAY WHEN RENEWING A LICENSE?

The most common cause for delay when renewing a license is the omission of information. To avoid a delay, make sure your renewal application is complete. Carefully read the instructions located in Part 1, then provide all required information on Part 2 (both front and back) and submit it along with your fee. Failure to provide required information on a license renewal application results in a "hold" being placed on the license. These "holds" result in substantial delays, and cannot be removed until all deficiencies have been rectified.