

LICENSURE AND THE APPLICATION PROCESS





Licensure and the Application Process

Education

What are the minimum education requirements for licensure?

- Graduation from a program approved by the Committee on Accreditation for Respiratory Care Requirements.
- An associate degree.

What happens after I graduate?

- Request that your college's admissions and records office send your official transcript(s) to the Respiratory Care Board (Board).
- Make sure that your transcripts show that you were awarded an associate degree.

Examination

Applicants must take and pass all parts of the Registered Respiratory Therapist (RRT) Credentialing Examinations, which include the Therapist Multiple Choice (TMC) and Clinical Simulation Examination (CSE). These examinations are currently administered by the National Board for Respiratory Care (NBRC) via a contractual agreement with the Board.

How do I apply for the examination?

Applicants schedule their examinations directly with NBRC. You can file online at www.nbrc.org, or you may submit an application to the NBRC office in Olathe, Kansas.

The examination process:

- Currently, the TMC and CSE examinations are administered via computer at 28 locations throughout California: Agoura Hills, Anaheim, Atascadero, Bakersfield, Burbank, Carson, Diamond Bar, El Monte–Santa Fe Springs, Fresno, Hayward, Imperial, Irvine (2), La Mesa, Lawndale, Modesto (2) , Redding, Riverside–Mission Grove, Sacramento, San Diego, San Francisco, Santa Clara, Santa Maria, Santa Rosa, Ventura, Visalia, and Walnut Creek.
- Results of the examination are provided the same day.
- The NBRC electronically submits the examination scores to the Board on a weekly basis.

REMEMBER: Passing the examination and receiving the CRT and/or RRT credential(s) does not constitute licensure. You must possess a valid work permit or license issued by the Board to practice respiratory care in the state of California.

Filing an Application for Licensure

Where can I obtain an application packet?

Your school's program directory may have a supply. If not, you can contact the Board at (866) 375-0386. You can also visit the Board's website at www.rcb.ca.gov, click on the "Applicants" tab, and download an application and all required forms.

Applications can be filed as early as 90 days before graduation. The Board encourages students to send in their applications as early as possible (but not more than 90 days) to allow time to process the applications. Early filing helps to ensure that you can be issued a work permit prior to graduation.



REMEMBER:

Before you turn in your application packet, make sure that you **complete all the forms and include the application fee!** Incomplete packets will be returned to you and will delay the process of your application!

REMEMBER:

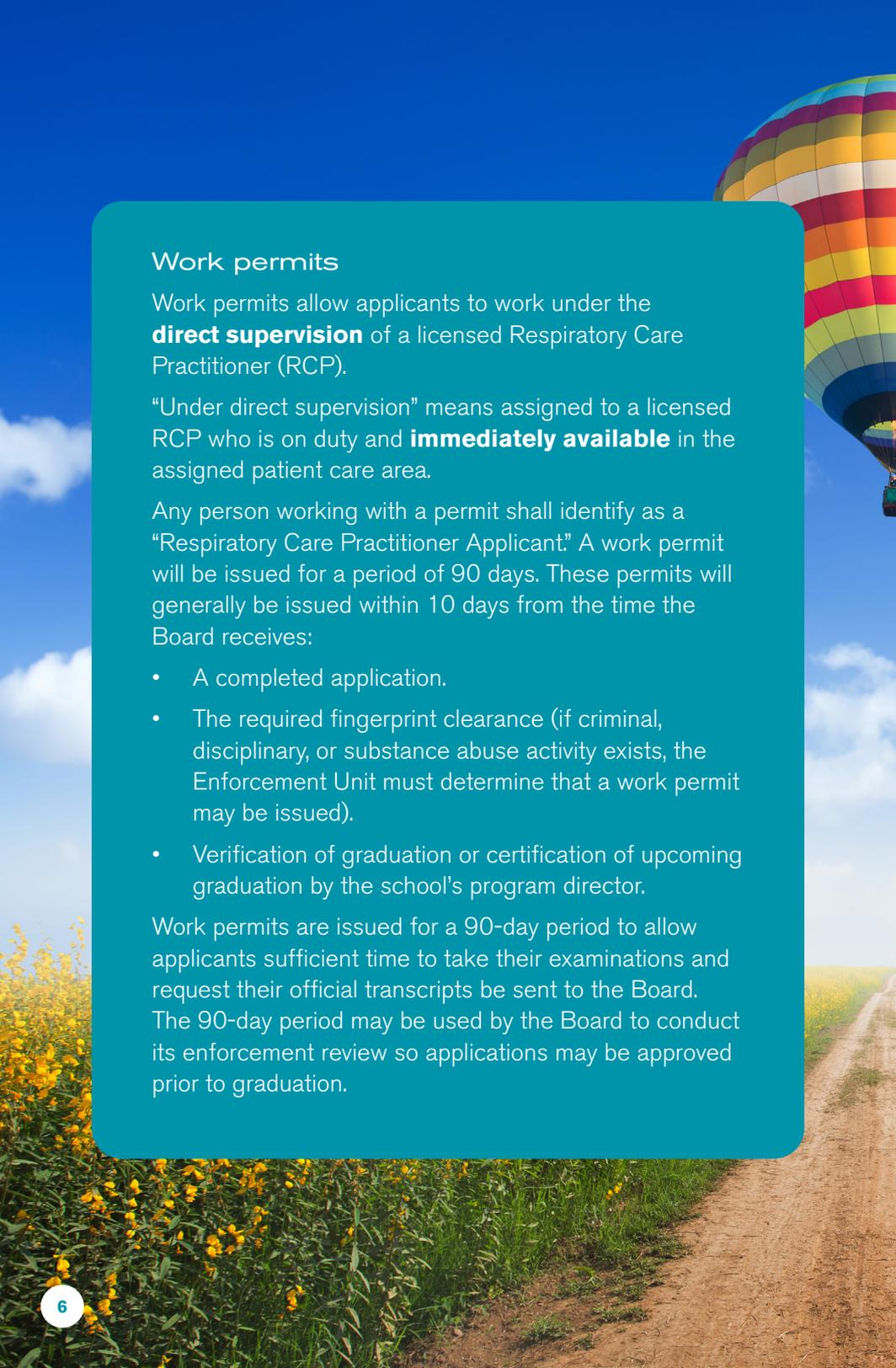
You are signing your application under penalty of perjury. If you are unsure whether to disclose something on your application, call the Board's office at **(866) 375-0386**.

Fingerprinting and background checks

All applicants are subject to background checks. The Board requires each applicant to submit fingerprints for state and federal processing. For most applicants, the background check requirement is satisfied upon receipt of fingerprint clearances from the California Department of Justice and the FBI. If a “rap sheet” is received in response to the fingerprint submission, the applicant’s file will be forwarded to the Board’s Enforcement Unit for review.

Enforcement review

Having a prior conviction(s) does not automatically disqualify you from obtaining a license as a Respiratory Care Practitioner in California. However, the Board will need additional time to obtain and review documents or information related to your criminal history and/or rehabilitation. Once the file is complete, your application will be reviewed before the Board can make a final determination regarding licensure. Information regarding the Board’s Disciplinary Guidelines may assist you in determining your eligibility for licensure. To view the Disciplinary Guidelines, please visit the Board’s website at www.rcb.ca.gov and click on the “Enforcement” tab.



Work permits

Work permits allow applicants to work under the **direct supervision** of a licensed Respiratory Care Practitioner (RCP).

“Under direct supervision” means assigned to a licensed RCP who is on duty and **immediately available** in the assigned patient care area.

Any person working with a permit shall identify as a “Respiratory Care Practitioner Applicant.” A work permit will be issued for a period of 90 days. These permits will generally be issued within 10 days from the time the Board receives:

- A completed application.
- The required fingerprint clearance (if criminal, disciplinary, or substance abuse activity exists, the Enforcement Unit must determine that a work permit may be issued).
- Verification of graduation or certification of upcoming graduation by the school’s program director.

Work permits are issued for a 90-day period to allow applicants sufficient time to take their examinations and request their official transcripts be sent to the Board. The 90-day period may be used by the Board to conduct its enforcement review so applications may be approved prior to graduation.



REMEMBER: Work permits are not extended except in extremely rare situations, and may be rescinded if the Board receives information that you failed your examination.

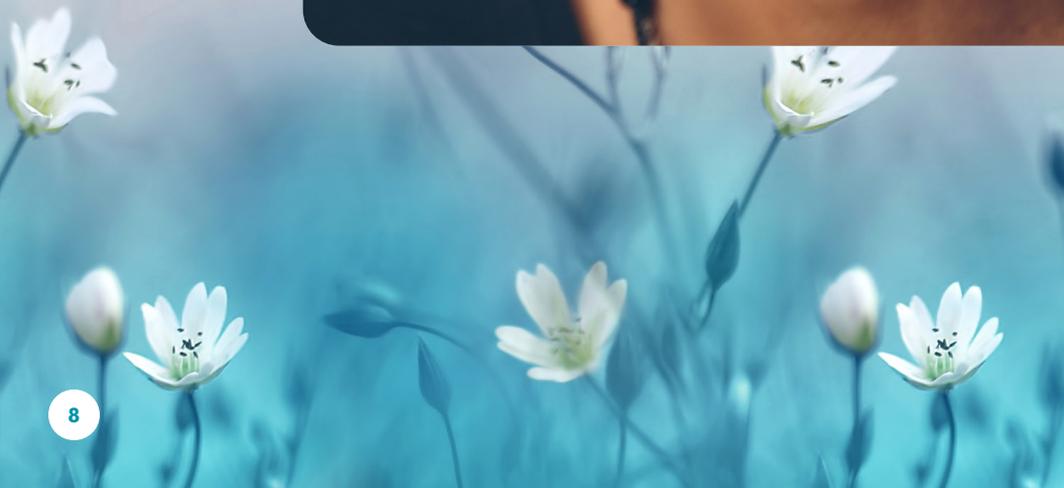
Ethics course requirement

All applicants must successfully complete a three-hour, Board-approved law and professional ethics course prior to licensure.

The course covers the following subject areas:

- Obligations of licensed RCPs to patients under their care.
- Acts that jeopardize licensure and licensure status.
- Responsibilities of RCPs to report illegal activities occurring in the workplace.

Applicants must provide the Board with a copy of a certificate verifying successful completion of the course prior to licensure. Please visit the Board's website for links to the approved courses.



Initial licensure

Once the Board receives all required documentation, you will be issued your RCP license. Initial licenses are issued for a period of 13-24 months depending upon the issuing month of the license and the applicant's birth month. You will be required to complete 15 hours of continuing education (CE) the first time you renew.

After your initial license expires

- You must renew your license every two years to maintain an active status.
- You must complete 30 hours of continuing education to hold an active license.
- If you allow your license to expire, you will have three years from the expiration date to renew. If you do not renew, the license is cancelled and cannot be renewed or reinstated.

Still have questions?

Contact us!

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