

# CONTINUING EDUCATION (CE) AUDIT CHECKLIST

## CE TIMEFRAME

- All CE was completed **between January 1, 2024, and December 31, 2025**

## TOTAL CE HOURS

- Minimum of 30 total CE hours completed**

## LIVE CE REQUIREMENT

In-person instruction or real-time interactive online courses

- A minimum of 15 CE hours completed through live courses or meetings**

## REQUIRED CE CATEGORIES

Your CE hours must include a **minimum of:**

- 15 CE hours meeting the clinical practice requirement**
- 10 CE hours meeting the leadership requirement**
- Up to 5 CE hours indirectly related to respiratory care**

## CLINICAL PRACTICE CE REQUIREMENT

Clinical Practice CE includes coursework and training **directly related to the clinical practice of respiratory care**, including but not limited to:

- Patient assessment and monitoring
- Respiratory treatments and therapies
- Disease management
- Respiratory equipment, devices, and technology
- Clinical protocols and evidence-based practice
- Successful completion of approved credentialing or certification examinations related to respiratory care (see below).

## Approved Credential Examinations

The RCB will approve 15 hours of clinical practice CE for the award of any of the following NBRC credentials. The 15 hours of CE is only approved for **initial** credentialing:

- Adult critical care specialist (ACCS).
- Certified pulmonary function technologist (CPFT).
- Registered pulmonary function technologist (RPFT).
- Neonatal/pediatric specialist (NPS).
- Sleep disorders specialist (SDS).
- Asthma educator specialist (AE-C).
- Registered respiratory therapist (if not required at the time of initial licensure).

## Approved Certification Examinations

The RCB will approve **15 hours of clinical practice CE for each initial certification and 5 hours of CE for each recertification** for a licensee's successful completion of the following examinations:

- Advanced Cardiovascular Life Support (ACLS), offered by various providers.
- Neonatal Resuscitation Program (NRP), offered by various providers.
- Pediatrics Advanced Life Support (PALS), offered by various providers.
- Advanced Trauma Life Support (ATLS), offered by various providers.
- Asthma Educator Certified (AE-C), provided by the National Asthma Educator Certification Board.

The RCB will approve the following certifications **for initial certification** only and for the number of hours given by the provider:

- Tobacco and smoking cessation (provided by AARC).
- COPD educator (provided by AARC).

- Pulmonary rehabilitation (provided by AARC and the American Association of Cardiovascular and Pulmonary Rehabilitation).

**LEADERSHIP CE REQUIREMENT** includes coursework that meets the following criteria:

- **Management:** Training in case management, health-care financial reimbursement, health care cost containment or health care management.
- **Educators:** Training for educators who provide clinical respiratory care practice instruction.
- **Effective Communication in Healthcare:** Courses designed to improve communication between healthcare providers to reduce medical errors.
- **Qualified Preceptorship:** This is a new concept by the RCB to promote and expand quality preceptorship by incentivizing CE credit for participation.
- **Law and Professional Ethics Course:** This course is still required every other renewal cycle and will be counted toward the “Leadership” requirement.

**INDIRECTLY RELATED CE (UP TO 5 HOURS)** includes coursework in the following categories:

- Attendance at open sessions of RCB meetings; attendance at California Society for Respiratory Care (CSRC), or American Association for Respiratory Care (AARC) meetings, at the discretion of the AARC or CSRC.
- A course that is related to the role of a health care practitioner or indirectly related to respiratory care if the content of the course or program relates to any of the following:
  - Preventative health services and health promotion, including tobacco and smoking cessation counseling.
  - Required abuse reporting.
  - Other subject matter which is directed by legislation to be included in CE for licensed healing arts practitioners.
  - Courses regarding the characteristics and method of assessment and treatment of acquired immune deficiency syndrome (AIDS).
  - Courses in electronic systems used for purposes of medical billing or treatment of respiratory care patients.

**CE CERTIFICATE REQUIREMENTS** (each CE certificate must include):

- Licensee name
- License number
- Course title
- Completion date
- CE hours awarded
- Delivery format (live or non-live)

 **BREEZE UPLOAD GUIDE** [www.breeze.ca.gov](http://www.breeze.ca.gov)

- Log in to your BreEZe account
- Select **License Activities**
- Under **Manage Your License Information** choose **Attachments**.
- Proceed through the Attachment Introduction
- Select **Agree** at the Notice of Collection of Personal Information
- Review the **Name and Personal Details** and **Address Detail** Summary Screen
- Select **Next**
- Respond **Yes** you are responding to a Continuing Education (CE) Audit
- Upload your Tracking Form and **legible** CE certificates  PDF format is recommended

**AFTER YOU SUBMIT**

-  Allow approximately **2 weeks** for processing
-  Check audit status at [www.search.dca.gov](http://www.search.dca.gov)
-  Respond promptly to any requests for additional information