



RESPIRATORY CARE BOARD OF CALIFORNIA CONTINUING EDUCATION (CE) TRACKING FORM



Name: _____

RCP License No.:

CE Reporting Period (period for which CE is being reported): _____

This form is used to track CE completed by RCPs during a renewal cycle. Licensees must retain CE certificates for a minimum of four years and submit this form if selected for a CE audit. Additional copies of this form may be used if more space is needed.

RCPs must complete 30 CE hours each renewal cycle to maintain an active license.

- Minimum 15 hours directly related to the Clinical Practice of Respiratory Care
- Minimum 10 hours directly related to RCP Leadership
- Remaining 5 hours may be either of the above or indirectly related to the clinical practice of respiratory care, including qualifying meetings

A minimum of 15 of the total 30 CE hours must be earned through live courses or meetings, including in-person and live online courses that allow real-time interaction with the instructor during the course. If required, the Law and Professional Ethics course is applied toward the leadership requirement.

For additional guidance visit: <https://rcb.ca.gov/licensees/ce.shtml>



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Name: _____

RCP License No.: _____

Course Title	Provider	Date(s) Completed	CE Hours Earned	Category (check all that apply)
				<input type="checkbox"/> Clinical <input type="checkbox"/> Indirect <input type="checkbox"/> Leadership <input type="checkbox"/> Live
				<input type="checkbox"/> Clinical <input type="checkbox"/> Indirect <input type="checkbox"/> Leadership <input type="checkbox"/> Live
				<input type="checkbox"/> Clinical <input type="checkbox"/> Indirect <input type="checkbox"/> Leadership <input type="checkbox"/> Live
				<input type="checkbox"/> Clinical <input type="checkbox"/> Indirect <input type="checkbox"/> Leadership <input type="checkbox"/> Live

CE HOURS SUMMARY	
Required Category	Hours Completed
Clinical Practice (minimum 15): coursework directly related to the clinical practice of respiratory care	
Leadership (minimum 10): coursework that includes case management, health care financial reimbursement, health care cost containment, or health care management, effective communication in health care, qualified preceptorship and law and ethics course (if required)	
Indirect/Non-Clinical (if applicable): courses that are related to the role of a health care practitioner or indirectly related to respiratory care	
Live CE (minimum 15 total): in-person instruction or real-time interactive online courses (e.g., live webinars)	
Total CE Hours (must equal 30):	

I certify under penalty of perjury under the laws of the State of California that the information provided on this form is true and correct, the CE hours listed were completed during the applicable renewal cycle in compliance with California laws and regulations, and the certificates are true and correct copies.

Signature

Date

BOARD USE ONLY

Audit Reviewed By: _____

Date Reviewed: _____

Notes: _____

Final Audit Determination: Pass Fail Date Referred to Enforcement: _____