Respiratory Care Practitioner Online Attachments
Step-by-Step Instructions

To attach miscellaneous documents for applications, audits, requests for information, etc. go to www.breeze.ca.gov or follow prompts for BreEZe on www.rcb.ca.gov.

Log into your BreEZe account, enter your User ID and Password and continue.

This will bring you to the **Quick Start Menu**.

To complete an Attachments application, click the **'<Choose Application>'** dropdown menu under **License Activities – 'Manage your license information'**. Select **Attachments** from the dropdown menu, then click the blue **Select** button.

At the <u>Attachments - Introduction</u> screen, please read the information carefully, and click **'Next'** to continue.

	Attachments - Information Privacy Act
Introduction	**INFORMATION COLLECTION AND ACCESS**
Information Privacy Act	The Information Practices Act, Section 1798.17 Civil Code, requires the following information to be provided when collecting information from individuals.
Application Questions	**Agency Name:** Respiratory Care Board
Name and Personal/Organization Details	**Title of official responsible for information maintenance:** Executive Officer
Contact Details	**Address:** 3750 Rosin Ct. Ste. 100, Sacramento, CA 95834
File Attachments	**Telephone Number:** (916) 999-2190
Application Summary	**Authority which authorizes the maintenance of the information:** Section 30, Section 2732.1(a), Business and Professions code all information is mandatory.

Attachments - Information Privacy Act

INFORMATION COLLECTION AND ACCESS

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Title of official responsible for information maintenance: Executive Officer

Address: 3750 Rosin Ct. Ste. 100, Sacramento, CA 95834

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Authority which authorizes the maintenance of the information: Section 30, Section 2732.1(a), Business and Professions code all information is mandatory.

The consequences, if any of not providing all or any part of the requested information: Failure to provide any of the requested information will result in the application being rejected as incomplete.

The principal purpose(s) for which the information is to be used: Section 30 of the business and professions code and public law 94-455 (42 usca 405(c)(2)(c)) authorize collection of your social security number or individual taxpayer identification number. Your social security number or individual taxpayer identification number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with section 11350.6 of the welfare and institutions code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination where licensure is reciprocal with the requesting state. If you fail to list your social security number or individual taxpayer identification number, your application for initial or renewal license will not be processed. You will be reported to the franchise tax board, which may assess a $100 penalty against you. Your name and address listed on this application will be disclosed to the public upon request if and when you become licensed or renewed.

Any known or foreseeable interagency or intergovernmental transfer which may be made of the information: Possible transfer to law enforcement, other government agencies and reporting social security number or individual taxpayer identification number to the franchise tax board or for child support enforcement purposes pursuant to Section 30 of the business and professions code. Each individual has the right to review the files on records maintained on them by the agency, unless the records are exempt from disclosure.

Mandatory Reporter: Under California law each person licensed by the Board of Registered Nursing is a "Mandated Reporter" for child abuse or neglect purposes. Prior to commencing his or her employment, and as a prerequisite to that employment, all mandated reporters must sign a statement on a form provided to him or her by his or her employer to the effect that he or she has knowledge of the provisions of Section 11166 and will comply with those provisions.

California Penal Code Section 11166 requires that all mandated reporters make a report to an agency specified in Penal Code Section 11165.9 [generally law enforcement agencies] whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter must make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter must prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Failure to comply with the requirements of Section 11166 is a misdemeanor, punishable by up to six months in a county jail, by a fine of $1,000, or by both imprisonment and fine.

For further details, consult Penal Code Section 11164 and subsequent sections.

Press "Agree" to continue.

Press "Cancel" to exit this application.

Agree **Cancel**

On the <u>Information Privacy Act</u> screen, please read the information carefully and click **'Agree'** to continue.

On the Application Questions screen, select **'Yes'** or **'No'** from the dropdown boxes on each screen to determine which type of document(s) is/are being submitted, then click **'Next'** to continue. (You must select **'Yes'** on one of these screens to continue with the application.)

On the Name and Personal Details screen, review the information and click **'Next'** to continue.

On the Address Detail Summary screen, if you need to fix/update your address, phone number, or e-mail, click the blue 'Address of Record' link under 'License Specific Addresses' to edit the information.

The Attachments screen is where you are required to attach any documents related to this application. Click the **'Choose File'** button to select the file from your computer, then click the blue **'Attach'** button at the bottom to include the attached documents to your application. You may upload as many files as necessary, then click **'Next'** to continue.

The next screen contains the Application Summary. Review the information that was entered on this application.

Once you review the information entered, click **'Proceed to Payment'** at the bottom of the screen. (**NOTE**: This application does not require payment.)

On the Attestation screen, read the statement, click **'Yes'**, then click **'Proceed to Payment'** to continue. (**NOTE:** No payment is required for this application.)

You will then be taken to the Fee and Summary Report. Click **'Back'** to return to the Quick Start Menu.

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.

Press "Back" to return to the main menu.

Back   View PDF Summary Report

Please call the RCB at (916) 999-2190, or toll free at (866) 375-0386 if you have any questions.