

# Frequently Asked Questions for Respiratory Care Professionals

As posted on [respiratorycare.ohio.gov](http://respiratorycare.ohio.gov) on 12/1/17

## 1. How do I obtain an application for a Respiratory Care License or Limited Permit?

You may contact the Board office at 614-752-9218 to have an application mailed to you or you may print a current version from our website: [www.respiratorycare.ohio.gov](http://www.respiratorycare.ohio.gov). At the top of the page, place the cursor over the bright blue bar containing the following titles:

HOME - RESPIRATORY CARE BOARD - HOME MEDICAL EQUIPMENT REGULATION - CONTACTS

Each of the choices represents a link or a drop down menu. Place the cursor over RESPIRATORY CARE BOARD, and then choose "Forms and Applications." Review the checklist on the initial application to determine what other forms you may need. The website version of the application form contains active links to other forms or other web addresses. Use these links to improve your application experience. Direct any questions to our licensing staff.

## 2. How long does it take to get a license or limited permit?

Once an application is deemed complete and all requested documentation has been received, a normal processing time is about 3-7 days before a license is issued. Issues that would delay a decision on the issuance of a license could include:

- a. A prior criminal action on your record.
- b. A prior disciplinary action taken by another state.
- c. Incomplete or unclear documents received.

## 3. When does my license or limited permit expire or when does my license/limited permit need to be renewed?

For licenses, the Board operates on a two-year cycle called a biennium. Respiratory Care Professional licenses expire on June 30th of every even year, unless the initial license is issued within six month of the closest even year June 30th date. Otherwise, all existing licenses are valid for a two-year cycle ending on June 30th of every even year. In this case, the Board will extend the expiration date to the next even year. All licensees renew on the same schedule.

## 4. How do I check the status of my license or limited permit or check the status of my application?

Checking the status of a license or limited permit, or checking the status of an application can all be done electronically. Access the Board's webpage: [www.respiratorycare.ohio.gov](http://www.respiratorycare.ohio.gov) and navigate your cursor to the list on the far left of the page, titled 'INFORMATION'. In this list is a choice for "License Lookup and Verification". Click on this choice and select the Ohio Respiratory Care Board, and then fill in your last name and first name. Do Not fill in all of the boxes as this will likely result in an error. Click on "Search." Once a list of choices come up, find your record and click on your name. A description of license statuses is contained on the page.

#### 5. Are there continuing educations requirements in Ohio?

Yes, there are continuing education requirements in Ohio. Chapter 4761-9 of the Ohio Administrative Code lists all of the continuing educations requirements for respiratory therapists and limited permit holders. The following link will allow you to access these requirements:

<http://codes.ohio.gov/oac/4761-9>

In short, licensees must complete 20 contact hours of continuing education on or before the biennial expiration date of their license. There are limited exceptions to this requirement. Fifteen (15) contact hours must be directly related to the provision of clinical respiratory care. Four (4) contact hours may be indirectly related to the provision of respiratory care and may include education, supervision, management, health care cost containment, cost management, health quality standards, disease prevention, health promotion, or abuse reporting. The last contact hour is mandatory. It must include one contact hour of education from a Board approved course on medical/professional ethics or Ohio Respiratory Care law/rules review.

#### 6. How can I change my name and address on record with the Board?

An address change can be complete electronically or via paper form. Electronically can be completed through the online license renewal portal, but you must know your username and password to access the portal. The Ohio Respiratory Care Board generates a username and password for each licensee, which we send to everyone during the license renewal period. This information should be carefully protected.

The weblink to the portal is: <https://license.ohio.gov/secure/login.asp>

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7. What will I receive from the Board when my license/limited permit is initially issued and what will I receive from the Board when my license/limited permit is renewed?

Initial licensees will receive a certificate of license and a letter that explains their obligations as a licensee, including the number of continuing education hours required for license renewal. The Board no longer issues a wallet size I.D. card. Instead, licensees and limited permit holders are instructed to visit the Board's "License Lookup and Verification" site and print a current primary source status report of their license. This status report may be presented to respiratory care employers to verify current licensing status.

License and limited permit renewals are similarly handled. Licensees and limited permit holders will receive a letter explaining how to perform an electronic license verification look up. Access the Board's webpage: [www.respiratorycare.ohio.gov](http://www.respiratorycare.ohio.gov) and navigate your cursor to the list on the far right of the page, titled "INFORMATION". In this list is a choice for "License Lookup and Verification". Click on this choice and select the Ohio Respiratory Care Board, and then fill in your last name and first name. Do Not fill in all of the boxes as this will likely result in an error. Click on "Search." Once a list of choices come up, find your record and click on your name. A description of license statuses is contained on the page.

8. How do I report my continuing education achievements and how long must I maintain my documentation?

Licensees and certain limited permits holder will no longer be asked to list their continuing education achievements on the license/limited permit renewal form (either paper or online renewal will permit licensees to list. Instead, the Board will audit licensees following the license renewal period. The audit process is random. Selected licensees will be asked to submit proof of completing the continuing education hours reported on their renewal application. Therefore, it is very important to keep and maintain all documentation of continuing education completed and reported on the renewal application.

Licensees and limited permit holders must keep their certificates of completion for each activity safely stored for a period of four (4) years for a licensee and three (3) years for a limited permit holder. The Board will conduct random audits each renewal.

9. Can I withdraw my application if I choose to not get a license in the state of Ohio?

Yes, an application can be withdrawn. The Board requires an applicant to file a written/signed request to withdraw an application.

10. Why are there so many forms to complete and so much documentation needed to obtain a license?

The number of forms and the complexity of the forms are dictated by the laws and rules governing the practice of respiratory care. The Board is obligated to follow the laws and rules governing this profession, which requires us to collect and review information from a number of sources when authorizing a person to practice in the state of Ohio.

11. Is licensing mandatory?

Yes. To practice respiratory care in the state of Ohio, a person must obtain a license. Practicing respiratory care without a license may be deemed a criminal act under ORC 4761.99.

12. Where do I go to get a criminal background check completed?

Applicants residing in Ohio or within 75 miles of Ohio are required to utilize "WebCheck" to electronically submit their fingerprints to BCI&I. Web Check electronic fingerprints will typically take 7 – 10 days to process. In addition to the \$22 BCI&I fee and the \$24 FBI fee, the electronic fingerprinting company or law enforcement agency may charge an additional processing fee. Request that the criminal records check be sent directly to: Ohio Respiratory Care Board, 77 South High Street, 16th Floor, Columbus, Ohio 43215. A complete list of Web Check sites is available online, arranged by County, at

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>

Non-residents living more than 75 miles from Ohio are directed to obtain fingerprints submitted by card (called "rolled" prints because they are ink based). You must telephone the Board to obtain two cards. Rolled Prints will take longer to process and additional delays can occur due to poor fingerprint quality, resulting in unreadable prints. The Board directs applicants using a fingerprint card to take the fingerprint cards to their local law enforcement where a qualified person can take your prints. You will need valid identification to complete the fingerprint card. Your local law enforcement may charge a processing fee in addition to the fee required by the BCI&I and the FBI.

13. Can I submit the criminal background check I completed for my employer?

No. Criminal background checks, by law, must be sent to the Board directly from the Ohio BCI&I and FBI offices.

14. When and where does the Board meet?

Board meetings are almost always open to the public. The Board meets every two months and meetings are normally held in the office building that houses the agency, the Vern Riffe Building for Gov't and the Arts, 77 S. High St., Columbus, Ohio 43215. Meeting agendas and calendars are available on the Board's website

#### Frequently Asked Questions on Ohio's Examination Recognition Rule: OAC 4761-5-01

1. When did the revised examination rule become effective?

Answer: Revised OAC rule 4761-5-01 became effective on April 24, 2013. This rule supersedes all other versions of this rule. While the rule is in effect now, the full impact of the rule relating to examination recognition changes will not go into effect until January 1, 2015.

2. If I am currently licensed in Ohio, does this rule have any effect on ability to practice respiratory care?

Answer: Any person that has been issued a license in the state of Ohio prior to January 1, 2015, can continue to practice respiratory care in the state of Ohio without interruption. Revised OAC Rule 4761-5-01 does not have any impact on persons already licensed in the state of Ohio before January 1, 2015. Employers may have independent hiring standards that meet or exceed the minimum licensure standards.

3. If I am licensed in another state, can I obtain a license in Ohio?

Answer: An out-of-state applicant will be eligible for Ohio licensure if they hold a license or licenses in another state based upon standards that are equivalent to the standards for licensure in the State of Ohio. The out-of-state license(s) must be active and valid. The out-of-state license must have been issued in part or whole based upon successful completion of the following examinations offered by the National Board for Respiratory Care, Inc. (NBRC):

1. The certified respiratory therapist examination (CRT) taken prior to January 1, 2015; or
2. The registered respiratory therapist examination (RRT) consisting of both the written and clinical simulation portions.

and

*Each state of origin must require licensees to complete at least as many contact hours of continuing education as the State of Ohio, and the applicant must be current on obtaining and reporting completed continuing education to each state based on the renewal schedule of each state.*

*This means that an applicant issued a new license in another state after January 1, 2015 must hold the RRT credential to be eligible for licensure in the State of Ohio. Applicants issued a license in another state prior to January 1, 2015 will be eligible for Ohio licensure if the out-of-state license was issued based on the CRT or RRT credential.*

*Keep in mind that all respiratory care education programs, beginning in 2013, are Registered Respiratory Therapist programs. This means that all new graduates are eligible to take the RRT*

*written and clinical simulation examination given by the National Board for Respiratory Care, Inc.*

4. If I am a graduate from an Ohio Respiratory Care Education program but have not taken my RRT examination, am I eligible for licensure in Ohio?

Answer: If a person already held a license in the state of Ohio issued prior to January 1, 2015, this rule would have no effect on continued licensure, because the license would be issued based upon the CRT or RRT examination. Similarly, if a person holds an out-of-state license issued prior to January 1, 2015 based upon either the CRT examination or the RRT examination, the applicant would be eligible for Ohio licensure.

A new graduate seeking an initial license after January 1, 2015 must successfully complete the RRT examination consisting of both the written and clinical simulation portions to be eligible for licensure in Ohio.

5. Does this rule strictly mandate the RRT credential to obtain a license in Ohio?

Answer: No. The rule establishes January 1, 2015 as the date new licensees must earn the RRT credential to be eligible for Ohio licensure, regardless of whether the applicant is from Ohio or another state. The rule does not mandate this requirement for persons already licensed here or in another state prior to January 1, 2015. The following three examples demonstrate this point:

(1) Scenario #1: A person holding a valid and active license that was issued in Kentucky on June 1, 2010 based upon passing the CRT examination files for a new license in Ohio on September 1, 2015. Would the applicant be eligible for Ohio licensure? Answer: Yes, the applicant would be eligible for Ohio licensure.

(2) Scenario #2: A person holding a valid and active license that was issued in in another state on June 1, 2015 based upon passing the CRT examination files an application on September 1, 2015 for a new license in Ohio. Would the applicant be eligible for Ohio licensure? Answer: No, the applicant would not be eligible for Ohio licensure until they took and passed the RRT examination consisting of both the written and clinical simulation portions.

(3) Scenario #3: A person graduates from an accredited respiratory care program on June 10, 2015 takes and passes the CRT examination. The person applies for a license in Ohio and another state. Would the applicant be eligible for Ohio licensure? Answer: No. The applicant would not be eligible for Ohio licensure until they took and passed the RRT examination consisting of both the written and clinical simulation portions. On the other hand, depending upon the other state's rules at the time of application, the graduate may be eligible for licensure in that state.