

## 2008 Continuing Education Audits

The Ohio Respiratory Care Board, pursuant to rule 4761-9-07 of the Ohio Administrative Code has issued and mailed approximately 336 random continuing education audit notices. RCCE audits are required by rule regardless whether your RCCE is reported on your renewal application. The audit is designed to validate your reporting. Each year, the Board receives numerous questions regarding compliance with an audit notice. The following guidance should help you with compliance:

**STEP 1 ► Make legible photocopies of your RCCE documentation, DO NOT SEND ORIGINALS.** Acceptable documentation may be, but is not limited to certificates of completion, transcripts, and letters of attendance or attendance registers.

Procedure:

1. The copies you send should be legible. Do not send us copies that can't be read.
2. The RCCE certificates must match the information you reported on your 2008 license or limited permit renewal application. You cannot report a course on your renewal, but then provide documentation for another course. They must match.
3. The RCCE documentation must include the following information:
  - a. Course title
  - b. Date of completion
  - c. Contact hours associated with the course
  - d. The accrediting organization
4. If the reported activity is a professional examination or an advanced life support program, you must provide a document (eg. Exam pass notice or ACLS card) that demonstrates the date of completion for this activity.

**STEP 2 ► Attach a notarized statement of authenticity to your RCCE documentation.**

Procedure:

1. A notarized statement of authenticity is simply an affidavit that you create. It should minimally state that the documentation being sent is a copy of the original document in your possession. You can list the documents by title in the statement.
2. Provide a place for your signature.
3. Take the statement to a Notary Public and sign the statement before the notary.

**STEP 3 ► Mail all requested documentation to: Ohio Respiratory Care Board, 77 south High Street, 16<sup>th</sup> Floor, Columbus Ohio 43215-6108 before your DUE DATE. Faxes will not be accepted!**