

OHIO RESPIRATORY CARE BOARD

Application Instructions for Initial License

The requirements for a professional license will vary depending upon certain factors; such as, whether you are a new graduate from an in-state or out-of-state program, a non-resident from a licensed or non-licensed state, or an applicant that has not practiced for a long period of time. It is important that you understand the basis from which you will begin your application process.

Rules in Ohio have recently changed. Some aspects of these changes have simplified the licensing process, but other aspects make Ohio's licensing requirements unique. Specific changes going into effect on January 1, 2015 will have a direct impact on persons that have not taken and passed a recognized examination prior to this date and any new graduates after this date.

The newly enacted rules address two provisions of Ohio law that establish the requirements for respiratory care licensure. These provisions are found in Paragraph (B) of section 4761.04 of the Revised Code, which allows the Board to waive all or part of the requirements for licensure found in paragraph (A) of section 4761.04 of the Revised Code. The first provision permits the Board to waive the requirements for licensure in their entirety when the prospective licensees are already licensed in another state. The second provision permits the Board to waive the education and examination requirements for licensure when the prospective licensee has passed any examination recognized by the Board.

The changes will do the following:

1. Persons that obtained initial licensure in another state prior to January 1, 2015 based on passing either the CRT or RRT examination will be recognized as meeting the requirements of division (A) of section 4761.04 of the Revised Code and are eligible for licensing in the state of Ohio.
2. Persons that obtain initial licensure in another state after December 31, 2014 will not be eligible for licensure in Ohio, unless the other state's license was issued based upon passing the written and clinical simulation portions of the RRT examination, earning their RRT credential. Ohio licensure may be obtained by taking and passing the written and clinical portions of the registered respiratory therapist examination.
3. After December 31, 2014, Ohio graduates must pass the written and clinical simulation portions of the RRT examination, earning their RRT credential to be eligible for licensure.

Returning to Practice Applicants

If unlicensed or unemployed in the practice of respiratory care for more than three years, it is likely that re-certification through the NBRC will be required. The Board staff will assist you in determining what level of credentialing examination must be taken. Once the examination is passed, an application may be filed. A copy of the NBRC score report, verification of the original NBRC credential, and verification of any prior state licenses is required.

Completing an Application

Please read these instructions carefully. Incomplete applications will be returned!

- STEP 1** Complete all sections in BLUE or BLACK ink. DO NOT use pencil. If a section does not apply, please mark N/A.
- STEP 2** Sign and date the application.
- STEP 3** Have application **Notarized**.
- STEP 4** Mail the application, documentation and fees to the following address:

**Ohio Respiratory Care Board
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108**

HOW TO COMPLETE THE APPLICATION

PART A You will be asked to select the examination basis for licensure given the following information:

Rule 4761-5-01 of the Ohio Administrative Code amplifies the Board's waiver authority and establishes the examination basis for licensure in Ohio. The following is a summary of the qualifications under this rule and is not the actual rule:

1. The Board will waive the requirements of paragraph (A) of Section 4761.04 of the Ohio Revised Code if you demonstrate proof of current licensure in another state whose standards for licensure are at least equal to those in effect in the state of Ohio on the date of application as follows:
 - a. On the date of application you hold an active and valid license issued by another state or states and the license issuance was based in whole or in part upon successful completion of either of the following examinations offered by the National Board for Respiratory Care, Inc.:
 - i. The Certified Respiratory Therapist examination taken prior to January 1, 2015; or
 - ii. The Registered Respiratory Therapist examination consisting of both the written and clinical simulation portions.

and

- b. Each state of origin requires its licensees to complete at least as many contact hours of continuing education as the state of Ohio and you are current on obtaining and reporting the completed continuing education to each state of origin based on the renewal schedule of each state. If you hold a license in a state that does not require as many contact hours of continuing education as the state of Ohio, the board will require you to complete needed contact hours to make up the difference.

or

2. The Board will waive the requirements of paragraph (A)(2) and (3) of Section 4761.04 of the Ohio Revised Code according to the following:
 - a. On and after January 1, 2015, the board recognizes successful completion of both portions of the R.R.T. examination administered by the NBRC or its successor organization as meeting the requirements of division (A)(3) of section 4761.04 of the Revised Code if the examination was passed within three years prior to the date of application for an Ohio license.; or
 - b. Prior to January 1, 2015, the board recognizes successful completion of the CRT examination administered by the NBRC as meeting the requirements of division (A)(3) of section 4761.04 of the Revised Code if the examination was passed within three years prior to the date of application for an Ohio license.

The three-year examination recognition period will be waived for persons demonstrating regular employment in the practice of respiratory care by an agency of the United States government and provides respiratory care solely under the direction or control of the employing agency.

PART B Recent 2”X 2” passport type photograph, un-mounted full face (head shot) that is less than 6 months old. Polaroid, cell phone, or photocopied photographs will not be accepted.

PART C All boxes must be completed. **Providing your birth date and social security number is required.** Your residential address is where you reside and would like us to send your mail. Your permanent address may be the same as your residential address or different if you have a permanent residence elsewhere. If your permanent address is different, please list it on a separate piece of paper.

PART D This section must be completed, including zip codes, counties, and dates of employment. Use extra paper if necessary. You must provide the full name and address of each employer. Use a separate piece of a paper, if needed.

PART E This part must be completed by all applicants.

PART F This section must be completed by all applicants. **A credential verification letter from the NBRC is required for all applicants, except Ohio residents that took and passed a qualifying examination in the state of Ohio. If you are an Ohio resident, the NBRC will send pass/fail lists directly to the Board on a weekly basis.**

A credential verification letter can be obtained from the NBRC by going to:
<http://www.nbrc.org/Pages/Credentialed-Practitioners.aspx>

PART G You must list each state in which you have held or currently hold a respiratory care or other professional license.

A “[State License Verification Form](#)” must be completed by each state in which a license is held or has ever been held. A form can be obtained by going to Forms and

Applications on the Board's website or by clicking on the active link above.

Each state may elect to use its own formatted letter; however, it must meet the requirements of O.A.C. rule 4761-5-04.

PART H Answer all questions by initialing a Yes or No box. To qualify for a license in Ohio, you are required to establish proof of good moral character.

PART I Sign and date the application before a notary public.

DOCUMENTS REQUIRED FOR RESPIRATORY CARE PROFESSIONAL LICENSE

- Criminal Background Check (both BCI and FBI) - *Pursuant to OAC rule 4761-5-07, a new criminal background check will be required if the applicant's criminal background check report on file with the board is greater than one year old based on the filing date of the report with the board.*

Instructions for Individuals Residing in Ohio or Within 75 Miles of Ohio

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>

- Application - Completed entirely.
- Initial fee (nonrefundable) - \$75.00. Send a valid personal check, cashier's check, or money order made payable to "**Treasurer, State of Ohio**". *All fees are non-refundable.*
- NBRC Credential Verification Letter - Go to <http://www.nbrc.org/Pages/Credentialed-Practitioners.aspx>.
- Copy of NBRC Score Report - if available.
- State License Verification(s) Obtain form from Board website. Each state may charge a fee for this service. Please contact the state(s) of origin to determine costs.
- Certified Court Documents - If Applicable.
- Proof of R.C. employment and continuing education – if Applicable.
- If you hold a license in a state that does not have standards equal to those in effect in Ohio at time of application, the Board may require additional documentation. This may require additional continuing education, including one contact hour of continuing education in professional/medical ethics.
- Recent 2"X 2" passport type photograph, un-mounted full face (head shot) that is less than 6 months old. Polaroid, cell phone, or photocopied photographs will not be accepted. **Please note: If the submitted photograph does not meet the requirements or the quality is too poor for archiving purposes, the entire application will be returned.**
- Print name at the top of each page of the application.

To review the qualifications for a license, read O.R.C. Section 4761.04 and 4761.05 and O.A.C. rule 4761-5-01 and 4761-5-04. To qualify for a license, you **must** possess good moral character, be a graduate of a

recognized educational program (Read O.A.C. 4761-4-01), and pass a recognized examination (Read O.A.C. 4761-5-01). To obtain a full copy of the laws and rules regulating the practice of respiratory care in the State of Ohio go to www.respiratorycare.ohio.gov.

◆ **FINAL NOTE**

The aforementioned instructions briefly review the documentation requirements needed to process your application. Qualifications for a license or limited permit, including the specific recognition of examinations or education programs are completely covered in the laws and rules regulating the practice of respiratory care in Ohio. The board strongly encourages all applicants to read the law and rules before submitting a fee and completing this application.