



The National Board for Respiratory Care

Continuing Competency Program

Maintaining your Respiratory Care Credentials



EXCELLENCE
defines us.

The NBRC Continuing Competency Program

For everyone whose mission involves protecting patient lives by ensuring quality respiratory care in the field, we all have one thing in common: EXCELLENCE defines us. At The National Board for Respiratory Care, our commitment to excellence includes providing the tools, options and support you need to maintain your credentials through our Continuing Competency Program.

Effective July 1, 2002, all credentials issued by the NBRC are awarded for a term of five years, calculated from the end of the calendar month in which the credential was issued. An exact expiration date will be contained on credentialing certificates, clearly indicating the requirement of the individual to maintain the credential through the Continuing Competency Program.

Maintaining and enhancing the level of knowledge established upon initial credentialing is a key component to your professional development and career advancement, as well as patient care. If you were credentialed by the NBRC on or after July 1, 2002, you must participate in the Continuing Competency Program to maintain your NBRC credentials. Credentials awarded prior to July 1, 2002 are not subject to the Continuing Competency Program.

Three Options for Continuing Competency

You may choose from the following three options to maintain your credentials for an additional five years beyond the initial credentialing date:

Option 1

Provide proof of completion of a minimum of 30 hours of Category I Continuing Education (CE) acceptable to the NBRC.

Category I Continuing Education is defined as participation in an educational activity directly related to respiratory therapy or pulmonary function technology, which includes any of the following:

- **Lecture** – A discourse given for instruction before an audience or through teleconference
- **Panel** – A presentation of multiple views by several professionals on a given subject with none of the views considered a final solution
- **Workshop** – A series of meetings for intensive, hands-on study or discussion in a specific area of interest
- **Seminar** – An advanced study or discussion in a specific field of interest
- **Symposium** – A conference of more than a single session organized for discussing a specific subject from various viewpoints and by various presenters
- **Distance Education** – Includes materials such as text, Internet or CD, provided the proponent has included an independently scored test as part of the learning package



At the NBRC, we intend for the completion of CE credit to coordinate with the requirements of state licensure agencies, which means you can use the same CE hours to satisfy requirements for the state as well as NBRC continuing competency. You may also use credits from the American Association for Respiratory Care Continuing Respiratory Care Education Program (AARC-CRCE®) to fulfill the NBRC Continuing Competency Program requirements. Submitting and tracking your CEUs is fast and easy with the NBRC online portal for credentialed practitioners.

Option 2

Retake and pass the respective examination for the highest credential held that is subject to the Continuing Competency Program.

You may retake an examination any time during your five-year credential period. A new five-year period will begin on the date you successfully pass the examination. If you hold multiple credentials from the NBRC and elect to maintain your credentials through the examination option, you must successfully complete the examination for the highest level credential held that is subject to the Continuing Competency Program.

Option 3

Pass an NBRC credentialing examination not previously completed.

Passing an NBRC credentialing examination that you did not previously complete automatically extends the recertification period of all other NBRC credentials you hold for an additional five years (starting when you earn a new NBRC credential). As a result, all of your NBRC credentials will have the same expiration date, allowing you to simultaneously maintain all credentials in the future.

The Continuing Competency Program is not retroactive, and therefore, this program does not affect credentials achieved before July 1, 2002. For example, if you earned your NBRC credentials before July 1, 2002, and then you later passed a different NBRC credentialing examination after July 1, 2002, you would only be required to participate

in the Continuing Competency Program for the credential achieved on or after July 1, 2002.

Continuing Education Documentation

If you choose Continuing Education (Option 1) to maintain your NBRC credential(s), you must submit your continuing education units (CEUs) and pay applicable fees online at nbr.org prior to your credential expiration date. Failure to comply by the deadline will result in the expiration of your credential(s).

CEUs may be obtained from accredited providers of continuing education in respiratory care approved by the AARC. We accept all AARC-approved providers as well as those providers accepted by state agencies regulating the respiratory care profession.

Once all of your CE requirements are met, we will send you a new certificate and wallet card (issued on the month following your recertification deadline). The following table identifies specific CE subject matter requirements for each credential held, as well as combinations for those who hold multiple NBRC credentials:

CRT ONLY

30 hours general respiratory care subjects

RRT (INCLUDING CRT)

30 hours general respiratory care subjects

CPFT ONLY

30 hours pulmonary function or pulmonary diagnostic technology subjects

RPFT (INCLUDING CPFT)

30 hours pulmonary function or pulmonary diagnostic technology subjects

CRT-NPS or RRT-NPS

15 hours general respiratory care subjects and
15 hours neonatal/pediatric subjects

CRT-SDS or RRT-SDS

15 hours general respiratory care subjects and
15 hours sleep disorders testing and therapeutic
intervention subjects

RRT-ACCS

15 hours general respiratory care subjects and
15 hours adult critical care subjects

CRT or RRT and CPFT or RPFT

15 hours general respiratory care subjects and
15 hours pulmonary diagnostics or pulmonary
function technology subjects

CRT-NPS or RRT-NPS and CPFT or RPFT

10 hours general respiratory care subjects,
10 hours neonatal/pediatric subjects, and
10 hours pulmonary diagnostics or pulmonary
function technology subjects

CRT-SDS or RRT-SDS and CPFT or RPFT

10 hours general respiratory care subjects,
10 hours sleep disorders testing and therapeutic
intervention subjects, and
10 hours pulmonary diagnostics or pulmonary
function technology subjects

RRT-ACCS and CPFT or RPFT

10 hours general respiratory care subjects,
10 hours adult critical care subjects, and
10 hours pulmonary diagnostics or pulmonary
function technology subjects

CRT-NPS or RRT-NPS and CRT-SDS or RRT-SDS

10 hours general respiratory care subjects,
10 hours neonatal/pediatric subjects, and
10 hours sleep disorders testing and therapeutic
intervention subjects

RRT-NPS and RRT-ACCS

10 hours general respiratory care subjects,
10 hours neonatal/pediatric subjects, and
10 hours adult critical care subjects

RRT-SDS and RRT-ACCS

10 hours general respiratory care subjects,
10 hours sleep disorders testing and therapeutic
interventional subjects, and
10 hours adult critical care subjects

RRT-NPS and RRT-ACCS and CPFT or RPFT

15 hours general respiratory care subjects,
5 hours neonatal/pediatric subjects,
5 hours adult critical care subjects, and
5 hours pulmonary diagnostics or pulmonary
function technology subjects

RRT-SDS and RRT-ACCS and CPFT or RPFT

15 hours general respiratory care subjects,
5 hours sleep disorders testing and therapeutic
intervention subjects,
5 hours adult critical care subjects, and
5 hours pulmonary diagnostics or pulmonary
function technology subjects

CRT-NPS or RRT-NPS and CRT-SDS or RRT-SDS and CPFT or RPFT

15 hours general respiratory care subjects,
5 hours neonatal/pediatric subjects,
5 hours sleep disorders testing and therapeutic
intervention subjects, and
5 hours pulmonary diagnostics or pulmonary
function technology subjects

RRT-NPS and RRT-SDS and RRT-ACCS

15 hours general respiratory care subjects,
5 hours neonatal/pediatric subjects,
5 hours sleep disorders testing and therapeutic
intervention subjects, and
5 hours adult critical care subjects

RRT-NPS and RRT-SDS and RRT-ACCS and CPFT or RPFT

10 hours general respiratory care subjects,
5 hours neonatal/pediatric subjects,
5 hours sleep disorders testing and therapeutic
intervention subjects,
5 hours adult critical care subjects, and
5 hours pulmonary diagnostics or pulmonary
function technology subjects

Program Fees

If you choose to maintain your credential(s) by taking the examination for the highest level credential held (Option 2), or by taking another NBRC credentialing examination not previously completed (Option 3), you will not be required to submit Continuing Competency Program compliance information; you need only to pay the examination fee. The examination application and fee serve as the required documentation for credential maintenance.

If you choose to maintain your credential(s) through the CE route (Option 1), you will be required to submit all Continuing Competency Program information and your payment online. However, no fee is required if you keep your active status with the NBRC in each of the four consecutive years following your initial credentialing and one-year "exempt" period. The Continuing Competency Program fees for the CE option are listed in the following table:

STATUS	DESCRIPTION	FEE
Active	Individuals who renew their active status in each year of the five-year credential term	\$0
Inactive	Individuals who do NOT renew their active status in each year of the five-year credential term	\$25 per inactive renewal period during 5 years of the credential term
Lapsed	Individuals who do not complete one of the CCP options before their expiration date	\$150, plus current examination fee

Verification of Compliance

To ensure ongoing excellence for all credentialed practitioners, we audit a random sample of Continuing Competency Program compliance documentation and confirm the validity of all submitted information with the appropriate parties. Information that appears to be falsified will be referred to the NBRC's Judicial and Ethics Committee for investigation and possible disciplinary action.

The Importance of Compliance

By maintaining your credential, you help ensure your continuous improvement and ongoing excellence in respiratory care. Once your credentials expire, they can no longer be used because they are federally registered trademarks reserved for use by individuals who successfully complete the examination(s) and participate in the mandatory Continuing Competency Program. Therefore, any use of a credential designation – whether using it to sign a patient chart or medical document, applying for a state license as an individual holding the credential, or seeking employment as a credentialed respiratory care practitioner – violates the NBRC's Judicial and Ethics Policies, and can result in disciplinary action by the NBRC.

The status of your credential may also affect your state-issued license to practice respiratory care. Many states require you to maintain an active credential in order to keep your license. By allowing your credential(s) to expire, you may be putting your license to practice and your opportunity for continued employment at risk. If you believe your credential is at risk for expiration, please check with your state licensure agency to confirm the requirements for maintaining your license. A directory of all state licensure agencies is available on nbrc.org.

If Your Credential Expires...

If you are within six months of credential expiration, you have the option of entering your CEUs online and paying a \$250 reinstatement fee. Any discount accrued by active status renewal becomes void

once your credential expires. To qualify, you must earn your CEUs during your five-year credential term.

If the grace period option is not utilized, you have two years following expiration to apply for testing and reinstate your credential. You will be required to pay the new application fee and \$150 expired credential fee online at nbrc.org. If you successfully complete the examination, your credential will be reinstated. However, if you do not successfully pass the examination within two years, you will be required to apply as a new applicant and meet all admission policies in effect at that time. If you have more than one expired credential, you must apply for and pass all examinations to reinstate your expired credentials.

Examinations must be scheduled and completed by the deadline to comply with the program. If you attempt an examination but receive a failing score, you may reattempt the examination as many times as desired, provided your credentials have not yet expired. You may also elect to satisfy the Continuing Competency Program requirements by completing any of the other options, as long as you are able to complete them before your credential expires.

Individuals who do not pass the examination and do not complete one of the other renewal options will have two years following the expiration of their credential to reapply for testing. Individuals successfully completing the examination will have their credential reinstated without being required to meet the current admission requirements.

If you fail an examination or do not complete one of the other Continuing Competency Program options before the deadline, you will have two years following the expiration of your credential to reapply for testing. After successfully completing the examination, your credential will be reinstated.

Notification Procedures

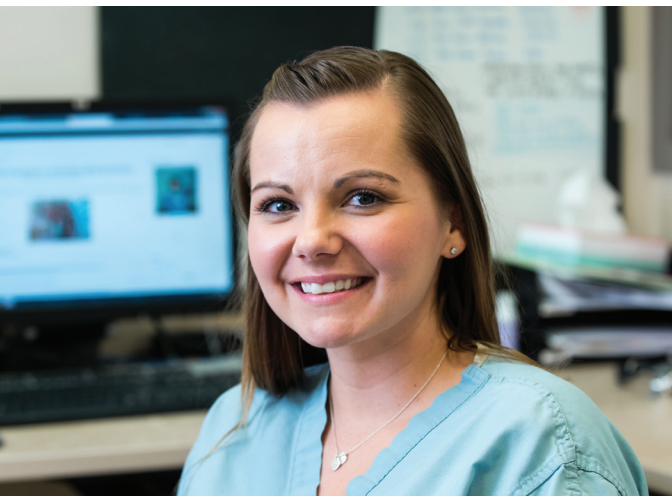
To support you in maintaining your NBRC credentials, we provide the following reminders about Continuing Competency Program deadlines and credentialing maintenance requirements:

- One year before the expiration date of your credential, we will send a reminder notice to your last known address. This notice will include information about the documentation requirements for the CE option of the Continuing Competency Program.
- Six months before your credential's expiration date, we will mail a follow-up notice.
- We will mail another reminder notice 90 days before the expiration date.
- We will mail a final reminder notice 30 days before the expiration date.
- Credentialed practitioners who allow their credentials to expire will be sent an email reminder before the 6-month grace period ends.

The NBRC will consider individual requests for extensions of the credentialing maintenance period due to personal emergencies or other extenuating circumstances on a case-by-case basis.

For More Information or Assistance

Please contact the NBRC Executive Office using the contact information provided on the back of this brochure.





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