Candidate Handbook
This handbook contains applications and important information for ALL credentialing programs. You may wish to retain this information for future reference.

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The National Board for Respiratory Care, Inc.
10801 Mastin St, Suite 300 • Overland Park, KS 66210
Phone: 913.895.4900 • Fax: 913.712.9283
Email: nbrc-info@nbrc.org • Website: nbrc.org

To schedule an examination appointment, contact:
PSI Candidate Services • 18000 W. 105th St.
Olathe, KS 66061-7543
Phone: 888.519.9901 • Fax: 913.895.4650
Email: info-amp.goAMP.com • Website: goAMP.com

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The NBRC

The National Board for Respiratory Care, Inc. (NBRC) shares your goal of protecting patients’ lives. As a voluntary health credentialing board, the NBRC prepares and conducts examinations for respiratory therapists and pulmonary function technologists. Since 1960, the NBRC has been dedicated to ensuring excellence through rigorous and comprehensive credentialing examinations, as well as ongoing professional growth opportunities and educational programs. Nearly 30,000 candidates are tested annually, seeking the NBRC badges of distinction in seven specific areas of respiratory care. Once earned, the credential(s) provide the recognition respiratory care practitioners deserve for their hard work and dedication to the field.

The NBRC is governed by a 31-member Board of Trustees comprised of representatives from the NBRC’s four sponsors: the American Association for Respiratory Care (AARC), the American College of Chest Physicians (CHEST), the American Society of Anesthesiologists (ASA) and the American Thoracic Society (ATS). A Public Advisor is also elected by the Board to provide a consumer perspective.

Scope and Purpose

The NBRC has established multiple credentialing programs with varying eligibility pathways in recognition of the diversity in education and experience of qualified applicants. NBRC credentials demonstrate a commitment to patient safety by allied health professionals who perform respiratory care in the United States.

The NBRC awards eight credentials, which have different eligibility criteria:

- Eligibility for the following credentials achieved by general respiratory therapists is based on completion of education.
  - Certified Respiratory Therapist (CRT)
  - Registered Respiratory Therapist (RRT)

- Eligibility for credentials achieved by pulmonary function technologists is based on experience or achievement of CRT or RRT credentials.
  - Certified Pulmonary Function Technologist (CPFT)
  - Registered Pulmonary Function Technologist (RPFT)

- Eligibility for credentials achieved by respiratory therapists in one of the following specialties is based on holding the CRT or RRT credential for a period of time.
  - Adult Critical Care Specialty (RRT-ACCS)
  - Neonatal/Pediatric Specialty (RRT-NPS)
  - Sleep Disorders Specialty (CRT-SDS and RRT-SDS)

Certified Respiratory Therapist (CRT)

Professionals who earn the CRT credential have obtained sufficient clinical skills through the education program from which they graduated and sufficient knowledge mastery to provide competent respiratory care. Knowledge domains include but are not limited to evaluating patient information, troubleshooting devices, performing procedures, and implementing therapeutics. Most CRTs are employed in medical-practice settings such as inpatient hospitals; some CRTs are employed in outpatient clinics, free-standing diagnostic centers, and device manufacturing.

Registered Respiratory Therapist (RRT)

Compared to CRTs, RRTs have demonstrated a higher level of proficiency by achieving a higher score on the same examination taken by CRTs and through additional evaluation of knowledge about facilitating the care of patients with a variety of needs. Professionals who earn the RRT designation have obtained sufficient clinical skills through the education program from which they graduated and sufficient knowledge mastery to provide competent respiratory care. Knowledge domains, include, but are not limited to evaluating patient information, troubleshooting devices, performing procedures, and implementing therapeutics. Most RRTs are employed in medical-practice settings such as inpatient hospitals; some RRTs are employed in outpatient clinics, free-standing diagnostic centers, and device manufacturing.

Certified Pulmonary Function Technologist (CPFT)

Professionals who earn the CPFT credential have obtained sufficient clinical skills through the education program from which they graduated or from experience in pulmonary function testing plus they have sufficient knowledge mastery to provide competent diagnostic testing. Knowledge domains include but are not limited to testing instrumentation, testing procedures, and management of testing results. CPFTs are employed in laboratories within medical-practice settings, specifically in hospitals or free-standing facilities.

Registered Pulmonary Function Technologist (RPFT)

RPFTs have demonstrated a higher level of proficiency by achieving a higher score on the same examination taken by CPFTs. Professionals who earn the RPFT credential have obtained sufficient clinical skills through the education program from which they graduated or from experience in pulmonary function testing plus they have sufficient knowledge mastery to provide competent diagnostic testing. Knowledge domains include but are not limited to testing instrumentation, testing procedures, and management of testing results. RPFTs are employed in laboratories within medical-practice settings, specifically in hospitals or free-standing facilities.

Adult Critical Care Specialist (ACCS)

Professionals who earn the RRT-ACCS credential have obtained sufficient clinical skills through the education program from which they graduated and sufficient mastery of specialty knowledge to provide competent critical care to adults. Knowledge domains include but are not limited to critical care of the respiratory system, general critical care principles, and medical ethics. Most RRT-ACCSs are employed in medical-practice settings such as inpatient hospitals although some work in specialized facilities where patients receive mechanical ventilation support over a long term.

Neonatal/Pediatric Specialist (NPS)

Professionals who earn the RRT-NPS credential have obtained sufficient clinical skills through the education program from which they graduated and sufficient mastery of specialty knowledge to provide competent critical care to neonatal and pediatric patients. Knowledge domains include but are not limited to critical care, general care, and medical ethics. Most RRT-NPSs are employed in medical-practice settings such as inpatient hospitals.

Sleep Disorders Specialist (SDS)

Professionals who earn the CRT-SDS and RRT-SDS credentials have obtained sufficient clinical skills through the education program from which they graduated and sufficient mastery of specialty knowledge to provide competent care to patients who are tested for sleep disorders. Knowledge domains include but are not limited to facilitating the testing for sleep disorders, troubleshooting devices, performing procedures, and implementing therapeutics.
disorders, summarizing testing results, managing administrative responsibilities in a testing center, and assisting implementation of a treatment plan. Most CRT-SDSs and RRT-SDSs are employed in medical-practice settings such as inpatient hospitals and free-standing centers.

**Accreditation**

The NBRC is a member of the Institute for Credentialing Excellence (ICE), and all seven examination programs are accredited by the National Commission for Certifying Agencies (NCCA): CRT, RRT, CPFT, RPFT, Neonatal/Pediatric Specialty, Sleep Disorders Specialty, and Adult Critical Care Specialty. Accreditation by NCCA signifies unconditional compliance with stringent testing and measurement standards among national certification organizations. This recognition attests to the NBRC’s continued efforts to maintain the quality and integrity of examination programs on behalf of the respiratory care profession.

**This Handbook**

To support you in achieving your goals as a credentialed respiratory care practitioner, the NBRC created this handbook to serve as your guide to applying and preparing for the credentialing examinations. It contains the NBRC’s admissions and examination policies, applications for testing, and other important information about the content of the respective examinations. These materials in no way substitute for a thorough education or your commitment to study, but they can help your confidence and ability to perform your best on the examinations.

Detailed content outlines, web-based practice examinations, and self-assessment examinations for all examinations are available on the NBRC’s website at nbrc.org.

**Testing Agency**

NBRC’s testing agency, PSI, assists in the administration, scoring and analysis of the credentialing examinations. PSI is a leader in the testing industry, offering certification, licensing, talent assessment and academic solutions worldwide.

**Nondiscrimination Policy**

The NBRC and its testing agency do not discriminate on the basis of age, gender, race, religion, national origin, disability, marital status, or sexual orientation.

**Special Examination Accommodations**

The NBRC complies with the Americans with Disabilities Act and ensures that no disabled individual is deprived of the opportunity to take an examination solely by reason of that disability. Special examination arrangements may be made for these individuals. *If you require special accommodations, complete the Request for Special Examination Accommodations and Documentation of Disability-Related Needs forms included in this handbook and submit them to the NBRC.*

**NBRC Credentials, Examinations, and Admissions Policies**

Preparing for your credentialing examination is hard work but well worth it. As hundreds of thousands of NBRC-credentialed practitioners will attest, success instills a sense of pride and can open new opportunities for professional advancement. Each examination is developed by a committee of respiratory care practitioners, pulmonary function technologists, or physicians who serve as content experts. All examinations are based on national job analysis research. Examination questions are submitted from practitioners throughout the country; item writers are provided detailed instructions for developing appropriate questions. The questions are reviewed, revised, and approved by examination committees. Staff also review and edit the questions for conformity to testing and measurement principles and assist the examination committees in selecting and assembling final versions of the examinations.

Decisions based on examination results have been validated. Criterion-validation research demonstrates that the examination scores linked to CRT and RRT credentials predict job performance. Validation of all NBRC examinations was accomplished in accordance with standards put forth by the American Psychological Association and in compliance with the Federal Uniform Guidelines on Employee Selection Procedures.

**Pretesting on NBRC Examinations**

**Multiple-Choice Examinations**

All multiple-choice examinations contain questions that are being pretested for use in future versions of the examinations. Pretesting questions allows examination committees to collect meaningful statistics about new questions that may appear as scored questions on future examinations. With pretesting methodology, examinees are ensured their scores are the result of sound measurement practices and that scored questions reflect current practice.

Pretesting is accomplished by interspersing new questions throughout the examination so candidates will answer them with the same care they would questions to be scored. These questions are not scored as part of the candidate’s credentialing examination, and they do not affect an individual’s pass/fail status. The pretest questions are scattered throughout the examination. The statistical performance of the pretest questions is later evaluated. Questions that perform well can be included on a future examination as scored questions.

To keep content of examinations secure and reflective of current practice, new questions must continuously be developed and introduced in versions of the examination. Pretesting is an accepted psychometric practice and it assures candidates receive immediate scores using only previously used questions. The following table illustrates the number of pretest and scored questions in the multiple-choice credentialing examinations:

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<th>Examination</th>
<th>Total Questions</th>
<th>Scored Questions</th>
<th>Pretest Questions</th>
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<td>140</td>
<td>120</td>
<td>20</td>
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<tr>
<td>NPS</td>
<td>120</td>
<td>100</td>
<td>20</td>
</tr>
<tr>
<td>SDS</td>
<td>160</td>
<td>140</td>
<td>20</td>
</tr>
<tr>
<td>ACCS</td>
<td>150</td>
<td>130</td>
<td>20</td>
</tr>
<tr>
<td>PFT</td>
<td>100</td>
<td>80</td>
<td>15</td>
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**Clinical Simulation Examination (CSE)**

Scores from the Clinical Simulation Examination (CSE) are based on responses to 20 problems. Two additional pretest problems are included but do not count in the scoring of the examination. Pretesting permits evaluation of problem fairness before use for credentialing
purposes. Pretest problems are randomly embedded and are not identified in the examination, so candidates should complete all problems with the same level of effort.

Admissions Policies

Therapist Multiple-Choice Examination (TMC)
The TMC Examination is designed to objectively measure essential knowledge required of respiratory therapists at entry into practice, as well as determine eligibility for the Clinical Simulation Examination. There are two cut scores for the TMC Examination. If a candidate achieves the low cut score, he or she will earn the CRT credential. If a candidate achieves the high cut score, he or she will earn the CRT credential AND become eligible for the Clinical Simulation Examination (provided the candidate is eligible to earn the RRT credential).

Admission Policy
1. Be 18 years of age or older.
and
2. Be a graduate of and have a minimum of an associate degree from a respiratory therapy education program supported or accredited by the Commission on Accreditation for Respiratory Care (CoARC).

or
3. Be a CRT for at least four years prior to applying for the examinations associated with the RRT credential. In addition, the applicant shall have at least 62 semester hours of college credit from a college or university accredited by its regional association or its equivalent. The 62 semester hours of college credit must include the following courses: anatomy and physiology, chemistry, microbiology, physics, and mathematics.

or
4. Be a CRT for at least two years prior to applying for the examinations associated with the RRT credential. In addition, the applicant shall have earned a minimum of an associate degree from an accredited entry-level respiratory care education program.

or
5. Be a CRT for at least two years prior to applying for the examinations associated with the RRT credential. In addition, the applicant shall have earned a baccalaureate degree in an area other than respiratory care and shall have at least 62 semester hours of college credit from a college or university accredited by its regional association or equivalent. The 62 semester hours of college credit must include the following courses: anatomy and physiology, chemistry, mathematics, microbiology, and physics.

6. Hold the Canadian Society of Respiratory Therapists (CSRT) RRT credential.

RRT Eligibility Time Limit
New graduates of accredited advanced-level education programs have three years after graduation to earn the RRT credential. Individuals who do not earn the RRT credential within this time limit will be required to retake and pass the Therapist Multiple-Choice Examination at the high cut score to regain eligibility. Any previous passing performance to earn the RRT credential shall be nullified. After regaining eligibility by taking and passing the Therapist Multiple-Choice Examination at the high cut score, the candidate will have another three years to earn the RRT credential. The individual must apply as a new candidate and pay all applicable fees to take the Therapist Multiple-Choice and Clinical Simulation Examinations.

Neonatal/Pediatric Respiratory Care Specialty Examination
The Neonatal/Pediatric Respiratory Care Specialty Examination is designed to objectively measure essential tasks required of respiratory therapists in this specialty area.

Admission Policy
1. Be an RRT.

Sleep Disorders Specialty Examination
The Specialty Examination for Respiratory Therapists Performing Sleep Disorders Testing and Therapeutic Intervention is designed to objectively measure essential knowledge, skills and abilities required of respiratory therapists in this specialty area.

Admission Policy
1. Be a CRT or RRT having completed a CoARC or CAAHEP accredited respiratory therapist education program including a sleep add-on track.

or
2. Be a CRT for at least 6 months prior to applying for the examination.
3. Be an RRT for at least 3 months prior to applying for the examination.

**Adult Critical Care Examination**

The Adult Critical Care Specialty Examination is designed to objectively measure essential knowledge, skills and abilities required of respiratory therapists in this specialty area.

**Admission Policy**

1. Be an RRT for at least one year prior to applying for the examination.

**Pulmonary Function Technology Examination**

The new Pulmonary Function Technology (PFT) Examination is designed to objectively measure essential tasks required of a pulmonary function technologist. If a candidate achieves the low cut score, he or she will earn the CPFT credential. If a candidate achieves the high cut score, he or she will earn the CPFT and RPFT credentials.

**Admission Policy**

1. Be 18 years of age or older.

2. Have a minimum of an associate degree from a respiratory care education program 1) supported or accredited by the Commission on Accreditation for Respiratory Care (CoARC).

3. Be a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT) credentialed by the NBRC.

4. Complete 62 semester hours of college credit from a college or university accredited by its regional association or its equivalent, including college credit level courses in biology, chemistry and mathematics. A minimum of six months of clinical experience* in the field of pulmonary function technology is also required prior to applying for the examination.

5. Be a Certified Pulmonary Function Technologist (CPFT) if seeking the RPFT credential.

*Clinical experience is defined as a minimum of eight hours per week for a calendar year in pulmonary function technology under the supervision of a Medical Director of a pulmonary function laboratory or a special care area acceptable to the Board. Clinical experience must be completed before the candidate applies for this examination.

**Definition and Clinical Experience Requirements**

**Definition of Graduation**

The graduation date is the date on which the degree was conferred by the program’s educational sponsor, not the date on which the student fulfilled all program requirements.

**Education**

In enforcing the requirement of 62 semester hours of college credit, the NBRC will accept credit hours obtained at any public or private postsecondary vocational and/or technical school or institution, community or junior college, or university accredited by an agency recognized by either the Council for Higher Education (CHEA) or by the U.S. Department of Education (USDE), provided the course work is listed on an official transcript reflecting either semester hours or quarter hours of credit. All course work must be completed before applying for the examination.

Transcripts submitted to determine eligibility will be kept on file for a period of three years, after which they will be unavailable. It is suggested that candidates obtain an official copy to keep for their own records.

**Verification of Clinical Experience**

Eligibility requirements may contain admissions provisions which specify varying amounts of clinical experience. Completion of the required length of clinical experience by the time of application for testing must be verified by the candidate’s Medical Director in Section VI of the application. The following definitions of Medical Directors are provided to help applicants identify the appropriate professional required to document their clinical experiences.

**The Medical Director of a Respiratory Care Department/Service** shall be a licensed physician member of the active medical staff who has special interest and knowledge in the diagnosis, treatment, and assessment of respiratory problems and shall be responsible for the quality of respiratory care services provided in the inpatient, ambulatory care and/or home care settings. The physician shall be accountable to the medical staff and to the hospital administration for activities within the department.

In those instances where a respiratory care practitioner is actively employed in an area not under the direction of the Respiratory Care Department/Service, verification of clinical experience/active employment may be accomplished by one of the following:

**Medical Director of a Special Care Area** – shall be a licensed physician member of the active medical staff who is knowledgeable in the diagnosis, treatment, and assessment of respiratory problems and shall be responsible for the quality of respiratory care or pulmonary function technology services provided. The physician shall be accountable to the medical staff for activities within the Special Care Area.

**Medical Director of a Home Care/Ambulatory Service** – shall be a licensed physician knowledgeable in the diagnosis, treatment, and assessment of respiratory problems. The physician shall be responsible through the generation of appropriate policies for assuring that the quality of care provided to home care patients is comparable to that provided to inpatients, hospital ambulatory care patients, and emergency care patients in hospitals and that each patient receiving respiratory home care services is under the care of a licensed physician who has the primary responsibility for the patient’s care. The physician shall have authority at the policy-making level of the company to carry out this responsibility.

**Continuing Competency Program (CCP) Requirements**

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 NBRC, our commitment to excellence includes providing the tools, options and support you need to maintain your credentials.

Effective July 1, 2002, each credential issued by the NBRC is 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 each credentialing certificate, clearly indicating the
requirement of the individual to maintain the credential.

Maintaining and enhancing the knowledge established on 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 credentialing deadline.

Three Options for Maintaining your Credential(s)
You may choose from the following three options to maintain your credentials for an additional five years beyond the initial credentialing date:

Option 1
Document completion 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 and the NBRC. You may also use credits from the American Association for Respiratory Care Continuing Respiratory Care Education Program (AARC-CRCE®) to fulfill the requirements. Submitting and tracking your CEUs is fast and easy with the NBRC online portal for credential practitioners.

If you choose Continuing Education (Option 1) to maintain your NBRC credential(s), you must submit your continuing education units (CEUs) and applicable fees online at nbrc.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 in the month following your recredentialing deadline).

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 recredentialing 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 are only required to participate in the Continuing Competency Program for the credential achieved on or after July 1, 2002.

What to do if your credential expires:
**Credential expiration occurred less than six month ago:**
- You have the option of entering your CEUs online and paying a $250 reinstatement fee. Please note: this is a completely online process and CEUs must have been earned during the 5-year credential term.

**Credential expiration occurred more than six month ago:**
- You have two years following expiration to apply for testing and to reinstate your credential. You will be required to pay the new application fee and a $150 expired credential fee. If you successfully complete the examination, your credential will be reinstated without having to meet the then-current admission requirements.

**Credential expiration occurred more than two years ago:**
- You are 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 all expired credentials.
Why do I need to comply?
In order to maintain each credential you have earned subject to the CCP, you must follow one of the three methods for compliance. Once credentials expire, they can no longer be used because they are federally registered trademarks that are reserved for the use by those individuals who successfully complete the examination(s) and participate in the mandatory Continuing Competency Program. This means that any use of this 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 therapist with the credential, violates the NBRC’s Judicial and Ethics Policies and can result in disciplinary action by the Board.

The status of your credential may also affect your state-issued license to practice respiratory care. Many states require that you hold an active credential in order to maintain your license. By allowing your credential(s) to expire, you may be putting your license to practice and your livelihood at risk. If you believe your credential is at risk for expiration, you are encouraged to check with your state licensure agency to confirm the requirements of maintaining your license. A directory of all state licensure agencies can be found on our website.

NBRC and State Licensure
The NBRC cooperates with states that have enacted legislation to regulate the practice of respiratory care. To ensure the value and recognition of the voluntary national credentials, the NBRC has adopted policies that permit the Therapist Multiple-Choice Examination to be administered on behalf of state agencies for legal credentialing. Candidates for state licensure apply according to procedures established by the state; questions concerning legal credentialing should be directed to the responsible state agency.

Application Procedures and Examination Policies
Online Application Is An Option for All NBRC Exams
If you hold a credential with the NBRC or have previously attempted an examination, log in or create an account at nbrc.org to apply for an examination. Once logged in, a list of examinations you may apply for will be displayed. If the examination you wish to apply for is not listed, you may submit a paper application form (available as part of this handbook and online at nbrc.org) with the required fee and documentation of eligibility.

If you are a recent graduate from an accredited educational program, an email will be sent to you when your school submits your graduation information electronically. Use the link and temporary password in your email to establish an account. If you do not receive an email with this information, please contact your school to verify your graduation record has been sent to our office.

Filing Your Application and Notification of Eligibility
Examinations are administered by computer at nearly 300 secure testing locations across the United States and internationally.

Examinations are administered by appointment only Monday through Saturday. There are no application deadlines and candidates who meet the admission requirements for an examination may submit their applications at any time online at nbrc.org. A paper application is included in the back of this handbook. It is YOUR responsibility to ensure that the application and all supporting documents have been properly completed and that the information provided is accurate. Your careful attention will enable prompt and efficient processing. Please allow up to 10 business days for processing of paper applications. Applications that are found to contain inaccurate or untruthful responses may be denied. When the admission requirements are satisfied, the applicant may register by one of the following methods:

1. Apply and/or schedule online.

Visit nbrc.org to complete an application online. Once you complete the online application process you will receive an immediate response. You will either be notified of additional information required to complete the application process or you will be prompted to schedule your examination appointment.

Online application submission is available for all individuals paying the examination fee by credit card (Visa, MasterCard, American Express, and Discover).

or

2. Mail your application form. THIS IS A TWO-STEP PROCESS

A. Complete all sections of the application form. Mail or fax it to the NBRC with the required documentation and examination fee (paid by credit card, personal check, cashier’s check, or money order) to the address indicated on the form. Sending your application by express mail does not mean that it will be processed in an express manner.

B. The confirmation notice will contain a toll-free telephone number and website for you to schedule an examination appointment. This toll-free line is answered from 7:00 am to 9:00 pm (Central Time) Monday through Thursday, 7:00 am to 7:00 pm on Friday, and 8:30 am to 5:00 pm on Saturday. Appointments can be scheduled online, 24 hours a day, 7 days a week.

Holidays
Examinations will not be offered on the following holidays:

New Year’s Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the following Friday
Christmas Eve
Christmas Day

The above is not necessarily a complete list of days a PSI testing site
may be closed.

All individuals are scheduled for examination appointments on a first-come, first-served basis. Refer to the following chart:

<table>
<thead>
<tr>
<th>If you call the testing agency to schedule an examination appointment before 3:00 p.m. Central Time on ...</th>
<th>Depending upon availability, your examination may be scheduled beginning ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Friday/Saturday</td>
</tr>
<tr>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>Friday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

**Application Expiration**

Once your application is accepted, you have 90 calendar days to take the examination. If you fail to schedule an examination appointment within the 90-day period, you will forfeit the application and all fees paid to take the examination. A complete application and new examination fee are required to reapply for examination.

**Name and Address Changes**

You are responsible for notifying the NBRC should your name and/or address change at any time before or after you become credentialed. Failure to do so may result in missing information necessary to maintain your credential. **You are responsible for the maintenance of your credential even if you do not receive a notice.**

Please notify us of any address or email changes; you may update your profile as follows:

- online at nbrc.org
- email nbrc-info@nbrc.org
- call NBRC Customer Care at 913.895.4900

Name changes must be made by calling NBRC Customer Care at 913.895.4900.

**Examination Fees**

<table>
<thead>
<tr>
<th>Exam</th>
<th>New Applicant Fee</th>
<th>Repeat Applicant Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMC</td>
<td>$190</td>
<td>$150</td>
</tr>
<tr>
<td>CSE</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>PFT</td>
<td>$200</td>
<td>$170</td>
</tr>
<tr>
<td>NPS</td>
<td>$250</td>
<td>$220</td>
</tr>
<tr>
<td>SDS</td>
<td>$300</td>
<td>$250</td>
</tr>
<tr>
<td>ACCS</td>
<td>$300</td>
<td>$250</td>
</tr>
</tbody>
</table>

Expired Credential Application Fee – A one-time compliance fee of $150 is required when testing to reinstate credentials that have expired.

Examination fees may be submitted by credit card (Visa, MasterCard, American Express, and Discover), personal check, cashier’s check, or money order payable to NBRC. Do not send cash. If you submit a money order or cashier’s check, keep your receipt as proof of payment. Postdated checks are not an acceptable form of payment.

A $25 NSF fee will be charged for any declined credit card or check returned unpaid to the NBRC for any reason. You must send a certified check or money order for the amount due, including the NSF fee, to the NBRC to cover returned checks or declined credit card transactions.

**Transfer and Refund of Fees**

The NBRC’s policies regarding transferring and/or refunding examination fees are below. **Examination fees are not refundable or transferable once eligibility is determined.**

- Candidates may transfer their examination appointment on one occasion to another date (within the 90-day eligibility period) without penalty by contacting the testing agency at least two business days prior to their scheduled appointment. Holidays are not considered business days. See following table:

<table>
<thead>
<tr>
<th>If your examination is scheduled on ...</th>
<th>You must reschedule online or call the testing agency by 3:00 p.m. Central Time to change your reservation by the previous ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Thursday</td>
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<tr>
<td>Wednesday</td>
<td>Friday</td>
</tr>
<tr>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>Friday/Saturday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

- Candidates who fail to appear for an examination appointment or arrive at the Assessment Center more than 15 minutes late for their appointment will not be tested, will not receive a refund, and cannot transfer their fees to a future examination appointment. Individuals who are late or miss an examination appointment will be required to submit another application and fee.

- Candidates who are hospitalized or experience a death in the immediate family that prevents them from attempting the examination, may transfer their examination fees and reschedule the examination appointment. This policy is strictly enforced, and proof of the candidate’s hospitalization or a death in the immediate family is required. After approval by the NBRC, the candidate may schedule another appointment for the examination.

**Assessment Center Locations**

Assessment Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. Addresses for each location are available on the testing agency website at goAMP.com.

The NBRC and the testing agency are concerned with providing the best Assessment Center facilities possible for candidates attempting NBRC examinations. Candidates can assist the NBRC and the testing agency in this endeavor by answering the questions about the examination environment and facilities following the examination questions in the computerized examination.

**International Assessment Center Locations**

Candidates who desire to take an examination outside the United States should submit a written request containing the desired date of testing and preferred location along with the required additional $150 fee with their application. Please note that active Military Personnel deployed overseas are not required to pay the $150 international test
Please refer to goAMP.com for a current listing of international testing centers.

**Inclement Weather**

In the event of inclement weather or unforeseen emergencies on the day of an examination, the NBRC and PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination at a particular Assessment Center. The examination will usually not be rescheduled if the proctor is able to open the Assessment Center.

Candidates may visit PSI’s website at goAMP.com prior to the examination to determine if any Assessment Centers are closed. Every attempt will be made to administer all examinations as scheduled. However, should an examination be canceled at an Assessment Center, all scheduled candidates will be contacted about rescheduling their examinations.

**Release of Information**

The NBRC and its testing agency are committed to protecting the confidentiality of candidates’ records and have adopted policies to ensure their privacy. Information about candidates for credentialing and their examination results are not released by telephone under any circumstances. However, nothing in these policies prohibits transfer of data in the custody of the testing agency to the NBRC. Candidates’ examination results and credentialing status may be released to state licensure agencies, accredited respiratory care education programs, and the Commission on Accreditation for Respiratory Care (CoARC).

**Verification of Scores**

In computer-based testing, the computer accepts responses from a keyboard or mouse in digitized form. As a result, computer-based testing eliminates problems that may have previously arisen with scanning paper-and-pencil answer sheets, since all responses are recorded by candidates during their examinations. However, verification of examination scores from electronic responses can be requested in writing for a fee of $15 for multiple-choice examinations and $25 for the Clinical Simulation Examination. Requests must be submitted to the testing agency, in writing, within 12 months after the examination.

**Duplicate Score Reports**

You may request an additional copy of your score report for $25 per copy. Submit requests and payment by check or money order within 12 months of taking the examination to:

**PSI**
18000 W. 105th St.
Olathe, KS 66061

The request must include:
- Your name
- Your Social Security Number
- Address
- Telephone number
- Date and type of exam taken

Sign and date your request. Duplicate score reports are mailed within approximately 2 weeks after receipt.

**Cancellation of Scores**

The NBRC and its testing agency are concerned with only reporting valid results. On rare occasions, circumstances may make examination results invalid. The NBRC and/or its testing agency reserve the right to cancel or withhold any examination result if, in their sole opinion, there is cause to question the validity of the scores. Scores declared invalid and canceled by the NBRC and/or its testing agency may be grouped into two categories:

1. Doubts may be raised about the validity of a candidate’s result because of suspected misconduct; in such circumstances, a candidate is expected to cooperate with the investigation. If a result is canceled because of suspected misconduct, the NBRC will investigate such matters to determine if the candidate will be eligible for re-examination.

2. A result may be rendered invalid because of circumstances beyond the candidate’s control, such as computer failure. The testing agency will investigate such situations. When such occurrences result in canceling a result, the NBRC is notified that there is no reportable result for reasons beyond the candidates’ control. In this event, the testing agency arranges a free examination.

In addition to the reasons listed in this section, the NBRC may cancel or invalidate examination results if, upon investigation, NBRC policies outlined in this publication are found to have been violated.

**Graduation and CEU Audits**

Random audits of first time exam candidates and renewing practitioners is a routine part of NBRC’s commitment of ensuring public safety and complying with standard regulatory practices.

Individuals are not notified in advance of being audited. Audits are conducted randomly upon receipt of electronic graduation information or after submission of CEUs for credential maintenance.

Those selected for audit are notified via email and have a period of two weeks to submit the required documentation.

For initial application audits, candidates will be notified if the following documentation is required:

- official transcripts

For credential maintenance audits, the following documentation is required:

- copies of CE documentation, including AARC transcripts of CRCEs

Transcripts submitted to determine eligibility will be kept on file for a period of three years, after which they will be unavailable. It is suggested that candidates obtain an official copy to keep for their own records.

NBRC will review audit documentation and respond within approximately two weeks after receipt of documentation. Those who pass the audit will be informed via email. Those who do not pass the audit will be sent a letter notifying them of their ineligibility for future examinations or revocation of their certification, if applicable. Failure to respond to an audit, pass an audit or provide the required information in a timely manner will result in revocation of certification.

Notification of certification revocation may be sent to the state licensing agency, as appropriate. No refunds will be issued in the case of failure or non response to an audit. Revocation of certification
may be appealed. Refer to the Appeals section below for more information.

**Appeals**

A request for reconsideration allows an individual to appeal an adverse non-disciplinary decision made as part of the examination eligibility, examination testing, or credential maintenance processes. Situations in which an individual may appeal under this policy, include but are not limited to:

- being deemed ineligible to take an exam
- concerns about an unsuccessful exam result
- test site issue ending in an unsuccessful result
- medical or personal emergency
- denial of a credential maintenance application

**Request for an Appeal**

The NBRC provides an appeal mechanism for reconsideration of an adverse decision as part of the examination eligibility, examination testing, and credential maintenance processes. It is the responsibility of the individual to initiate the appeal process. The formal request for an appeal must be submitted in writing to the NBRC Admissions Committee within thirty days of an adverse decision. The request should state the reasons the candidate expects he/she is eligible for certification/credential maintenance and how he/she complies with the published requirements. Please send written requests to the NBRC Executive Office, 10801 Mastin St., Suite 300, Overland Park, KS 66210-1658.

**Review Process for an Appeal**

The Admissions Committee meets twice each year. The Committee is not authorized to make exceptions to rules the Board has approved. The Committee develops interpretations of the Board’s admissions policies in situations not specifically covered by the policies when requested by the Executive Office staff or in response to a request by a candidate or credential holder. The Committee must approve such interpretations by a simple majority vote.

In situations where a decision is required before the next scheduled committee meeting, the Chair of the Admissions Committee has the discretion to ask the Executive Office staff to organize the Committee, so it can consider the case by telephone conference or mail ballot.

In situations where an immediate decision is required, the Chair of the Admissions Committee has been given the authority by the Board of Trustees to make decisions or interpretations of policies on behalf of the Committee. Each decision/interpretation so made, will be placed on the agenda of the next Committee meeting for ratification. If the Committee fails to ratify such a decision/interpretation, the action applies to future situations, but will not change the decision made by the Chair for the person.

**Inactive Eligibility Records**

An application on file in the Executive Office shall be considered inactive after one year has elapsed without the applicant being scheduled for an examination or providing any indication of a desire to attempt an examination. When a file is inactivated, all application fees shall be forfeited and the candidate shall be required to submit a new application and fee and to provide documentation of eligibility under current admission policies to re-enter the examination system.

**Judicial and Ethics Policies**

Applications for examinations may be refused if the NBRC receives evidence to indicate the applicant may have committed any of the following violations:

1. Obtaining or attempting to obtain Certification, Registration, Recertification, or Reregistration by fraud, deception, or artifice.
2. Knowingly assisting another person or other persons in obtaining or attempting to obtain Certification, Registration, Recertification, or Reregistration by fraud, deception, or artifice.
3. Failure to follow examination security protocols.
4. Unauthorized use of a Certification or Registry certificate or falsification of credentials, or any other NBRC documents.
5. Unauthorized possession and/or distribution of any official NBRC testing or examination materials to include copying and/or reproduction of any part of NBRC examination questions or problems.
6. Credentialed practitioners and/or examination candidates may be disciplined for offenses related to their practice of respiratory therapy and/or pulmonary technology which gives cause to question the individual’s ability to practice in a safe and competent manner. Such offenses include, but are not limited to:
   a. Conviction in a court of law, after all appeals have been exhausted, of a drug or alcohol-related offense that would cause question as to the individual’s ability to appropriately interact with patients and others on the job.
   b. Conviction in a court of law, after all appeals have been exhausted, of a job-related offense indicating the individual’s intentional negligence and/or purposeful misconduct that results in endangering the health and/or safety of a patient.
   c. Conviction in a court of law, after all appeals have been exhausted, of an act of physical violence (murder, assault, rape, robbery, etc.) that would cause question as to the individual’s ability to appropriately interact with patients and others on the job.
   d. Revocation or denial of a license to practice respiratory therapy and/or pulmonary technology, or another health related profession, by an authorized state agency due to:
      i. a drug or alcohol-related offense that would cause question as to the individual’s ability to appropriately interact with patients and others on the job.
      ii. a job-related offense indicating the individual’s intentional negligence and/or purposeful misconduct that results in endangering the health and/or safety of a patient.
      iii. an act of physical violence (murder, assault, rape, robbery, etc.) that would cause question as to the individual’s ability to appropriately interact with patients and others on the job.
   e. Voluntary surrender of a license to practice respiratory therapy and/or pulmonary technology, or another health related profession, by a credentialed individual and/or examination candidate to an authorized state agency after the filing of a complaint proceeding by an authorized state agency alleging:
      i. a drug or alcohol-related offense that would cause question as to the individual’s ability to appropriately interact with patients and others on the job.
      ii. a job-related offense indicating the individual’s intentional...
negligence and/or purposeful misconduct that results in endangering the health and/or safety of a patient.

iii. an act of physical violence (murder, assault, rape, robbery, etc.) that would cause question as to the individual’s ability to appropriately interact with patients and others on the job.

f. Use of any authorized designation (RRT, CRT, RPFT, CPFT, CRT-NPS, CRT-SDS, RRT-NPS, RRT-SDS, RRT-ACCS or any other designation granted by the NBRC) in any unauthorized manner, including, but not limited to, disparaging usage or usage for commercial gain.

If the NBRC determines that any evidence warrants additional consideration, the applicant will be notified and will have an opportunity to present information on their behalf. Upon receiving information from all parties involved, the Judicial & Ethics Committee will either issue a decision or recommend that a formal hearing be conducted and a final decision made by the Judicial and Ethics Committee.

The Day of the Examination

Report to the Assessment Center no later than your scheduled testing time; ANYONE WHO ARRIVES MORE THAN 15 MINUTES AFTER THEIR SCHEDULED TESTING TIME WILL NOT BE ADMITTED.

To gain admission to the Assessment Center, you need to present two forms of identification, one with a current photograph. Both forms of identification must be current and include your current name and signature. You will also be required to sign a roster for verification of identity.

Bring two pieces of identification including ONE of the following:

1. driver’s license with photograph
2. state identification card with photograph
3. passport
4. military identification card with photograph

The second form of identification must display your name and signature for signature verification.

YOU MUST PRESENT PROPER IDENTIFICATION TO GAIN ADMISSION TO THE ASSESSMENT CENTER.

Please note: A temporary driver’s license or any other temporary form of identification (e.g., employment and student I.D. cards) are not acceptable.

After your identification has been verified, you will be directed to the examination room and assigned to a testing computer. You will be instructed to enter your identification number on the computer screen. Your photograph taken before beginning the examination will appear in the upper right corner of the computer screen during your examination, and it will be printed on your score report.

Security

PSI administration and security standards are designed to ensure each candidate is provided the same opportunity to demonstrate his or her ability. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

• Examinations are proprietary. No personal belongings, including cell phones, smart phones or other electronic devices are allowed in the testing room. You will be asked to return them to your car or turn them to the off position and place them in a locker provided by the site. If your electronic device rings, vibrates or makes any noise during the examination, you will be dismissed from testing and no refund will be provided.
  • No calculators are permitted.
  • No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables, or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a locker to store your wallet and/or keys. You will not have access to these items until after the examination is completed.

Please note the following items will not be allowed in the testing room unless securely locked.

• watches
• hats
• cell phones or personal communication devices

Once you have placed everything into the locker, you may be asked to pull your pockets out to ensure they are empty. If all personal items will not fit in the locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination begins, the administration will be forfeited.

Examination Restrictions

• Pencils will be provided during check-in.
• You will be provided with one piece of scratch paper at a time to use during the examination. You must return the scratch paper to the proctor at the completion of testing, or you will not receive your score report.
• No documents or notes of any kind may enter or be removed from the Assessment Center.
• No questions concerning the content of the examination may be asked during the examination.
• Eating, drinking or smoking will not be permitted in the Assessment Center.
• You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your result will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

• create a disturbance, are abusive, or otherwise uncooperative;
• display and/or use electronic communications equipment such as pagers, cellular/smart phones, tablets;
• talk or participate in conversation with other examination candidates;
• give or receive help or are suspected of doing so;
correct responses is a raw score. Your total score determines whether reported as raw scores. Each item is worth one point, so the sum of gathered and other sections in which decisions will be made, points associated with a candidate’s set of responses will be summed across the whole examination to yield one score that will be compared to the cut score. The comparison of your score to the cut score will determine whether you pass or fail.

**Copyrighted Examination Questions**

All examination questions are the copyrighted property of the NBRC. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these examination questions by any means, in whole or in part, without written permission. Doing so may subject you to severe civil and criminal penalties.

**Sample Examination**

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice session is NOT counted as part of your examination time, and it in no way affects your examination score. When you are comfortable with the computer-testing process, you may quit the practice session and begin the timed examination.

**Timed Examination**

Following the sample examination, you will begin the timed examination. Before beginning, instructions for taking the examination will be provided on-screen. The following time limits are in effect:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Testing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapist Multiple-Choice</td>
<td>3 hours</td>
</tr>
<tr>
<td>Clinical Simulation</td>
<td>4 hours</td>
</tr>
<tr>
<td>Pulmonary Function Technologist</td>
<td>2 hours</td>
</tr>
<tr>
<td>Neonatal/Pediatric Specialty</td>
<td>3 hours</td>
</tr>
<tr>
<td>Sleep Disorders Specialty</td>
<td>4 hours</td>
</tr>
<tr>
<td>Adult Critical Care Specialty</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

The computer will monitor the time you spend on the examination. The examination will terminate at the allotted time limit. If you wish to keep track of the time during the examination, you may click on the “Time” box in the lower right-hand corner of the screen. A digital clock will indicate the time remaining for you to complete the examination. You may toggle this feature on and off as you desire.

**After You Finish the Examination**

After you have completed the examination and answered the questions regarding your testing experience, you will be instructed to report to the Assessment Center proctor to receive your score report. The score report will include your photograph and your examination results indicating “pass” or “fail.”

For examinations containing multiple-choice items, scores will be reported as raw scores. Each item is worth one point, so the sum of correct responses is a raw score. Your total score determines whether you pass or fail the examination after a comparison to the cut score. The cut score for a multiple-choice type of examination is the result of a study that is intended to define the minimum acceptable performance level and link this level to an examination score by relying on data collected from a panel of respiratory therapists.

The cut score for the Clinical Simulation Examination is linked to decisions made by the examination committee about whether each positively-scored option is required as a demonstration of minimal competence or could be forgiven. Although the simulation examination will contain distinctly different sections in which information is gathered, the cut score will be compared to the cut score. The comparison of your score to the cut score will determine whether you pass or fail.

**If You Pass the Examination**

Successful candidates will receive the appropriate credential as described on page 2. The NBRC’s credential designations are federally registered trademarks and accordingly, must be used in the manner in which they were registered (see page 14). Only those individuals who have passed the respective examinations are authorized to use the credential acronyms. Your credential date will be listed as the date you passed the respective examination(s).

Within two weeks of your successful completion of an examination, the NBRC will mail your certificate and wallet card. You will receive active NBRC status for the remainder of the calendar year following the date of the examination and an online subscription to Horizons, the NBRC’s quarterly newsletter. Your name will also be listed in the online Directory published on the NBRC’s website. To order NBRC products/services, visit nbrc.org.

In successive years, you can renew and maintain active status by submitting the annual renewal form mailed by the NBRC or by renewing online at nbrc.org. The requirements for active status are active involvement in respiratory care and/or pulmonary function technology under licensed medical supervision, submission of a renewal form, and payment of the required fee. The active status period begins January 1 and expires December 31 each year.

All individuals credentialed by the NBRC (active and inactive) will be listed in the searchable “All Directory” available to all hospitals and state regulatory agencies to assist employers, state agencies, and others wishing to verify credentials. Persons holding inactive status may be reactivated by satisfying the requirements for active status at any time during the calendar year. Credentialized practitioners who are not actively practicing respiratory care and/or pulmonary function technology, yet wish to support the NBRC through annual renewal, may renew as an “NBRC Supporter” and be listed in the Directory as well as receive all of the benefits of active status.

**If You Do Not Pass the Examination**

Candidates may reapply via one of the following methods:

1. **Online at nbrc.org**
   Option will be in place 2 business days after an exam is completed.

2. **By mailing or faxing a paper application**
   Application can be found in the candidate handbook or online at nbrc.org.

Failing candidates may repeat an examination by submitting a reapplication form and the appropriate fee. **Note that there are no waiting periods between attempts of the examinations.** To qualify for the examination, you must maintain an active application file in the Executive Office (refer to page 9, Inactive Eligibility Records). There is no limit to the number of times an individual may attempt an examination.
Examination Preparation

Examination Content
To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content areas and complexity levels tested. The detailed content outlines available at nbrc.org describe the content areas and complexity levels covered on each examination. The outlines can be used to get a general impression of the examination, and with closer inspection, can give you specific study direction. For example, you can determine the relative weight of each content area on the examination by reviewing the number of questions in each section. The detailed content outline presents the specific patient care settings and content areas available for testing.

Cognitive Levels
Each question on a multiple-choice examination will stimulate thinking in a candidate at one of three cognitive levels.
Recall is the ability to recall or recognize specific information.
Application is the ability to comprehend, relate, or apply knowledge to new or changing situations.
Analysis is the ability to analyze information, to put information together to arrive at solutions, and/or to evaluate the usefulness of the solutions.

Study Suggestions
The purpose of each credentialing examination is to assess whether a person is competent to perform in a job or a role at least to the expected level. Examinations are designed to assess content that is critical for performance, which means that some less critical, foundational content will not be tested. Rather than study every fact about a topic, study what will contribute to successful performance. The NBRC does not endorse or support any review programs.

Study Resources
A variety of resources are available to assist candidates in preparing for the credentialing examinations. You should contact a faculty member at an accredited respiratory care education program or experienced colleague if you need help determining which resources to review. For your convenience, a partial list of guidelines and standards are presented below. However, each candidate is responsible for his or her own preparation, which should be guided by statements within the content outline for the examination.

American Heart Association
Search online for the American Heart Association guidelines for resuscitation in patients who are adults, children, and neonates.
National Committee for Clinical Laboratory Standards, Wayne, Pennsylvania
Blood Gas Pre-analytical Considerations: Specimen Collection, Calibration and Controls Oxygen Content Hemoglobin, Oxygen Content (Saturation) and Related Quantities in Blood Terminology, Measurement, and Reporting Percutaneous Collection of Arterial

Multiple Examinations

Practice Examinations

Multiple-Choice Examinations
Practice examinations are computerized and available in web-based format at nbrc.org. They are designed to simulate taking an examination, and the software is identical to that which is used for the live credentialing examinations. The actual credentialing examinations have time limits for completion, so allow yourself no more than the allotted time to simulate actual examination conditions. These questions sample the scope of content tested on the actual examination. It is suggested that you take these examinations, print the Performance Report, and identify the correct answer for any question you may have missed or were unable to answer.

Clinical Simulation Examination (CSE)
The practice examination for the Clinical Simulation Examination is a one-problem simulation exercise. Candidates for the CSE should be aware that the purpose of this practice simulation is to familiarize them with the format of the examination and the functionality of the software. The difficulty of this practice simulation is not a reflection of the difficulty of the simulations on the actual examination. Candidates are encouraged to review information elsewhere in this handbook for specific information about the content of the CSE.

Self-Assessment Examinations
Anyone preparing to take an NBRC examination can assess how he or she will perform before attempting a credentialing examination by taking the official NBRC Self-Assessment Examinations (SAEs). SAEs duplicate content and design of the credentialing examinations. The feedback from the SAE provides an opportunity to evaluate and remedy less-than-desirable examination performance before taking the credentialing examination. The official SAEs are the only products that provide the respective examination committees’ rationale for the best response to each question.

Official SAEs are only available in web-based format for purchase online through the NBRC’s testing agency, PSI. PSI’s e-store offers all currently available NBRC web-based SAEs for purchase online. Visit goAMP.com to order an SAE today.

Study Sequence
Using the practice examination and the SAEs, you can review hundreds of questions just like those on the actual credentialing examination. The following sequence may assist you in identifying content areas where additional study might be beneficial.

1. Read the NBRC Candidate Handbook and examination supplements completely.
2. Take the computerized practice examination under simulated examination conditions, free of distractions, and observing the established time limit.
3. Review the Performance Report after completing the practice examination and identify content areas where examination perfor-
mance could be improved.

4. Review all questions answered incorrectly to determine topics where further study is needed.

5. Take at least one version of the SAE.

6. Review all questions answered incorrectly in the SAE as well as the explanations to determine where additional study would improve examination performance.

**Examination Software**

**Multiple-Choice Examinations**

During the examination, only one question will be presented on the screen at a time (see Figure 1). The question number appears in the lower right portion of the screen. The entire question will usually appear on-screen. If a question contains more text than can appear on screen at the same time, a scroll bar will be available on the right side of the screen to allow viewing of the rest of the question. After you have reviewed the question, indicate your choice by entering the letter of the option you think is the correct answer (A, B, C or D) or click on the option using the mouse. The response you have chosen will appear in the lower left portion of the screen. To change your answer, simply enter a different option by clicking on the option using the mouse or by pressing the A, B, C or D key. You may change your answers as many times as you wish during the timed testing period.

The **Options Window** is displayed as the lower left portion of the screen and contains all options (choices or possible responses) from which to choose in the current section. A scroll bar is also available when necessary to view all options.

**Clinical Simulation Examination**

Three windows appear on the screen at all times during a simulation examination (see Figure 2). The **Scenario Window** is displayed across the top of the screen; the candidate’s picture is displayed in the upper right-hand corner of this window. Each simulation begins with a brief paragraph in this window that provides preliminary information about the patient; subsequent sections contain information about the changing patient situation. A scroll bar is available when necessary to view all text. Each **Scenario Window** will also provide the candidate with specific instructions about whether to “CHOOSE ONLY ONE” response in the section or to “SELECT AS MANY” responses as appropriate to gather information.

The **Options Window** is displayed as the lower left portion of the screen and contains all options (choices or possible responses) from which to choose in the current section. A scroll bar is also available when necessary to view all options.

**Simulation History Window**

You may leave an examination question unanswered and return to it later. You may also bookmark questions for later review by clicking in the blank square to the right of the Time button. Clicking on the hand icon advances to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon. When you have completed the examination, the number of examination questions you answered is reported. If you have not answered all questions and you have time remaining, return to the examination and answer those questions. Be sure to answer each examination question before ending the examination. There is no penalty for guessing.

You may provide online comments about any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where you may type your comments.

A “Help Screen” will be accessible to you throughout the examination to explain the usage of the keyboard and navigating through the examination.

**Figure 1**

You may leave an examination question unanswered and return to it later. You may also bookmark questions for later review by clicking in the blank square to the right of the Time button. Clicking on the hand icon advances to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon. When you have completed the examination, the number of examination questions you answered is reported. If you have not answered all questions and you have time remaining, return to the examination and answer those questions. Be sure to answer each examination question before ending the examination. There is no penalty for guessing.

You may provide online comments about any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where you may type your comments.

**Figure 2**

The **Simulation History Window** is displayed as the lower right portion of the screen. This window can be displayed in two formats using the button labeled “Current Section/Simulation History” located at the top of this window. When in the “Current Section” mode, the options chosen in the current section and the results for each choice are displayed in this window. When in the “Simulation History” mode, the scenarios from all previous sections as well as the options chosen and their results are displayed in the window. A scroll bar is available on the right side of this window to review previous scenarios and/or options and results.

Once you have read the scenario for each section and determined which option(s) are appropriate for selection, you can simply click the box to the left of the option to “choose” it. Immediately, the option selected and the results for that option appear in the right-hand **Simulation History Window**. After you select or “choose” an option, you cannot reconsider and “unselect” it, since the information from that option has been revealed.

In sections where you are instructed to “SELECT AS MANY as you consider indicated,” you should select all of the options believed appropriate at the time and then click the “Go To Next Section” button at the bottom left of the screen to continue to the next section. A dialog box will appear requesting that you confirm you wish to continue to the next section and warning that returning to this section
to make additional choices will not be possible. By selecting “Yes,” the software automatically takes you to the next section of the patient simulation.

In sections where you are instructed to “CHOOSE ONLY ONE unless directed to make another selection,” you should carefully review each option and then choose the one best option. A dialog box will then appear to present the results for the choice or request that you select another response in the section.

You are allowed four hours to complete all 22 problems (20 scored problems and two pretest problems) in the CSE. A clock button appears in the lower right portion of the screen; this displays the time remaining for the examination. You may toggle the clock button to display or hide the time remaining in the examination session.

A “Help Screen” will be accessible to you throughout the simulation examination to explain how to navigate through the examination.

**Recognition and Use of Credentials**

A listing of credentialed practitioners is maintained by the NBRC and may be reported in its publications and/or listed on its website. Credential status is available to the public through the Directory at nbrc.org.

NBRC credentials are not punctuated with periods. The specific program will be noted on the certificant’s wall certificate and wallet card.

The proper use of each credential is as follows:

- **CRT**: Chris Smith, CRT
- **RRT**: Chris Smith, RRT
- **CPFT**: Chris Smith, CPFT
- **RPFT**: Chris Smith, RPFT
- **NPS**: Chris Smith, CRT, CRT-NPS or RRT, RRT-NPS
- **SDS**: Chris Smith, CRT, CRT-SDS or RRT, RRT-SDS
- **ACCS**: Chris Smith, RRT, RRT-ACCS
- **Multiple Credentials**: Chris Smith, RRT, RPFT, RRT-NPS, RRT-ACCS

The proper order to list credentials among academic and other recognitions is as follows:

1. Highest earned degree
2. Licensure
3. State designations or requirements
4. National certifications
5. Awards and honors
6. Other recognitions
1. EXAMINATION INFORMATION

Check the examination for which you are applying:

☐ Therapist Multiple-Choice (TMC)
☐ Clinical Simulation (CSE)

Date TMC was passed at high cut: ____________________________

Examination Fees and Payment Information

Enclose applicable examination fee or completed credit card information. Make check or money order payable to the NBRC and enclose with this application. (Do not send cash. A $25 non-refundable processing fee will be charged for any declined credit card or returned check.)

<table>
<thead>
<tr>
<th>New Applicant Fee</th>
<th>Repeat Applicant Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMC</td>
<td>☐ $190</td>
</tr>
<tr>
<td>CSE*</td>
<td>☐ $200</td>
</tr>
</tbody>
</table>

*You must pass the TMC examination at the higher cut before applying for the CSE.

☐ Expired Credential Application Fee – (check if applicable)

A one-time compliance fee of $150 is required when testing to reinstate a previously held credential that has since expired.

☐ International Assessment Center Fee – $150 (check if applicable)

Refer to the NBRC Candidate Handbook for information about international examinations.

TOTAL: ____________

☐ CHECK or MONEY ORDER enclosed

☐ CREDIT CARD:

☐ MasterCard ☐ VISA ☐ American Express ☐ Discover

I agree to pay above amount according to card issuer agreement.

Card Number ____________________________ Expiration Date ____________

Name as it appears on card ____________________________ CVV Code ____________

Signature ____________________________

Do you have a disability that requires special accommodations during testing? ☐ Yes ☐ No

If yes, complete the REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS form in the NBRC Candidate Handbook and enclose it with your application.

3. ELIGIBILITY STATUS

A. New Applicant

Provide your eligibility status information below.

1. ☐ I have a minimum of an associate degree from an accredited respiratory therapy education program.

Provide the information below.

Program Name and Location (city, state)

Program CoARC Number ____________________________

Date of Entrance to the Program ____________ Date of Graduation ____________

Education Information

Provide information about where you obtained at least 62 semester hours of college credit.

University or College Name ____________________________

Graduation Date (MM/DD/YYYY) ____________________________

Type of Degree (if applicable)

☐ I have enclosed my transcripts.

☐ My transcripts will be forwarded by my college or university.

2. ☐ I am applying under the CRT-to-Registry Provision.

3. ☐ I hold the Canadian Society of Respiratory Therapists (CSRT) RRT credential.

B. Repeat Applicant

☐ I am applying as a repeat applicant. Repeat applicants are not required to provide any eligibility information.

C. CCP Applicant

☐ I am applying to retake an examination to comply with CCP requirements:

☐ My credential has not yet expired.

☐ My credential has already expired. A one-time compliance fee of $150 and new applicant fee applies.

☐ I am applying for the TMC Examination to regain eligibility for the CSE Examination. New applicant fee applies.

2. PERSONAL INFORMATION

Social Security Number ____________________________ Gender (Male/Female) ____________________________

Name (Last, First, Middle Initial, Former Name) ____________________________

Mailing Address (Street Address) ____________________________

Mailing Address (City, State, Zip/Postal Code, Country) ____________________________

Home Telephone Number ____________________________ Cell Phone Number (Required) ____________________________

Date of Birth (MM/DD/YYYY) ____________________________

Email Address (Required) ____________________________
4. SIGNATURE

I certify that I have read the NBRC Candidate Handbook, including the Judicial & Ethics policies, and believe that I comply with all of the admission policies for the examination for which I am applying. I certify that the information I have submitted in this application and the enclosed documents are complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or my examination results may be delayed, not released or invalidated by the NBRC. I acknowledge and agree that the NBRC may release information about my examination scores and credentialed status to state agencies in those states which regulate the practice of respiratory care, accredited respiratory care education programs and the Commission on Accreditation for Respiratory Care (CoARC).

I certify that I have read the policy on inactivation of eligibility records in the NBRC Candidate Handbook and acknowledge that allowing my file for a respective examination to become inactivated will result in my having to submit a new application, document my eligibility in compliance with the then current admissions requirements and pay the new applicant fee. I also understand that allowing my file for the RRT credential to become inactivated will result in any previous passing performance on a portion of the TMC or CSE Examinations being nullified and that I will have to repeat and successfully complete said examination(s) to earn the RRT credential. I acknowledge that should I be randomly selected for a graduation or CEU audit, I will be required to provide official transcripts and/or copies of my CEU documentation. Further, I understand that the email address I provide with my application will be used to notify me about the status of my application and/or credential and I am responsible for notifying the NBRC of any change in my mailing and/or email address to receive official notices regarding my credentials issued by the NBRC. The NBRC shall not be responsible for non-receipt of notices due to my failure to provide a current mailing and/or email address. Once credentialed, I may opt-out of receiving email notifications by updating my profile.

Once your application is accepted, you have 90 calendar days to take the examination. If you fail to schedule an examination appointment within the 90-day period, you will forfeit the application and all fees paid to take the examination; a complete application and examination fee are required to reapply.

Name (please print)

Signature                                                                                                                                Date
Specialty Credentialing Examination Application

1. EXAMINATION INFORMATION
Check the examination for which you are applying:

☐ Neonatal/Pediatric Specialty
☐ Sleep Disorders Specialty
☐ Adult Critical Care Specialty
☐ Pulmonary Function Technologist (PFT)

Examination Fees and Payment Information
Enclose applicable examination fee or completed credit card information. Make check or money order payable to the NBRC and enclose with this application. (Do not send cash. A $25 non-refundable processing fee will be charged for any declined credit card or returned check.)

<table>
<thead>
<tr>
<th>Examination</th>
<th>New Applicant Fee</th>
<th>Repeat Applicant Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neonatal/Pediatric</td>
<td>$250</td>
<td>$220</td>
</tr>
<tr>
<td>Sleep Disorders</td>
<td>$300</td>
<td>$250</td>
</tr>
<tr>
<td>Adult Critical Care</td>
<td>$300</td>
<td>$250</td>
</tr>
<tr>
<td>PFT</td>
<td>$200</td>
<td>$170</td>
</tr>
</tbody>
</table>

☐ Expired Credential Application Fee – (check if applicable)
A one-time compliance fee of $150 is required when testing to reinstate a previously held credential that has since expired.

☐ International Assessment Center Fee – $150 (check if applicable)
Refer to the NBRC Candidate Handbook for information about international examinations.

TOTAL: __________

☐ CHECK or MONEY ORDER enclosed

☐ CREDIT CARD:
☐ MasterCard ☐ VISA ☐ American Express ☐ Discover
I agree to pay above amount according to card issuer agreement.

Card Number Expiration Date
Name as it appears on card CVV Code
Signature

Do you have a disability that requires special accommodations during testing? ☐ Yes ☐ No
If yes, complete the REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS form in the NBRC Candidate Handbook and enclose it with your application.

2. PERSONAL INFORMATION

Social Security Number Gender (Male/Female)

Name (Last, First, Middle Initial, Former Name)

Mailing Address (Street Address)

Mailing Address (City, State, Zip/Postal Code, Country)

Home Telephone Number Cell Phone Number (Required)

Date of Birth (MM/DD/YYYY)

Email Address (Required)

3. ELIGIBILITY STATUS (CHECK ONLY ONE BOX)

☐ I am applying as a new applicant (provide your eligibility status information in the respective examination box(es) that follow).

☐ I am applying as a repeat applicant. Repeat applicants are not required to provide any eligibility information.

☐ I am applying to retake an examination to comply with CCP requirements:

☐ My credential has not yet expired.

☐ My credential has already expired. A one-time compliance fee of $150 and new applicant fee applies.

A. Neonatal/Pediatric Specialty Examination Eligibility – New Applicant Only (check only one box)

☐ I am an RRT.

B. Sleep Disorders Specialty Examination Eligibility – New Applicant Only (check only one box)

☐ I am a CRT or RRT and completed a CoARC or CAAHEP accredited respiratory therapy education program including a sleep add-on track.

☐ I have been an RRT for at least three months.

☐ I have been a CRT for at least six months.

C. Adult Critical Care Specialty Examination Eligibility – New Applicant Only

☐ I have been an RRT for at least one year.

D. PFT Examination Eligibility – New Applicant Only (check only one box)

☐ I have a minimum of an associate degree from an accredited respiratory therapy education program.

☐ I am a CRT.

☐ I am an RRT.

☐ I am a CPFT.

☐ I have completed 62 semester hours of college credit from a college or university accredited by its regional association or its equivalent, including college credit level courses in biology, chemistry, and mathematics. A minimum of six months of clinical experience in the field of pulmonary function technology under the direction of a Medical Director of a pulmonary function laboratory or a special care area is also required prior to applying for the examination.
**4. EDUCATION INFORMATION**

**A. (PFT and Sleep Disorders Specialty New Applicant Only)**

Provide the information requested about the accredited sleep add-on track or pulmonary function technology program from which you received an associate degree enabling you to qualify for this examination.

<table>
<thead>
<tr>
<th>Program Name and Location (city, state)</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Program CoARC Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Entrance to the Program</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Date of Graduation</th>
</tr>
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</table>

**4. EDUCATION INFORMATION, continued**

**B. PFT New Applicant Only:**

Other Education – where you obtained at least 62 semester hours of college credit.

- [ ] I have enclosed my transcripts.
- [ ] My transcripts will be forwarded by my college or university.

<table>
<thead>
<tr>
<th>University or College</th>
<th>Attendance Dates (MM/YYYY – MM/YYYY)</th>
<th>Graduation Date (MM/YYYY)</th>
<th>Type of Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**5. EMPLOYMENT INFORMATION (PFT New Applicant only)**

Complete this section ONLY if you are applying as an individual with 62 semester hours of college credit and a minimum of six months of pulmonary function technology experience.

**Present Employment**

<table>
<thead>
<tr>
<th>Employment Date: MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Title or Position</td>
</tr>
<tr>
<td>Name of Hospital or Organizaton</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
</tr>
<tr>
<td>Supervisor</td>
</tr>
<tr>
<td>Medical Director</td>
</tr>
</tbody>
</table>

**Previous Employment (DO NOT LIST PRESENT EMPLOYER)**

List previous employer below. If you need additional space to verify other employment pertinent to your eligibility, please include an additional page.

<table>
<thead>
<tr>
<th>Employment Date: From MM/DD/YYYY To MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Title or Position</td>
</tr>
<tr>
<td>Name of Hospital or Organization</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
</tr>
<tr>
<td>Supervisor</td>
</tr>
<tr>
<td>Medical Director</td>
</tr>
</tbody>
</table>

**6. VERIFICATION OF CLINICAL EXPERIENCE (PFT New Applicant only)**

Complete this section ONLY if you are applying as an individual with 62 semester hours of college credit and a minimum of six months of pulmonary function technology experience. Your Medical Director must verify your clinical experience by signing below.

**MEDICAL DIRECTORS PLEASE NOTE:** Do not sign this statement unless all sections of this application have been fully completed.

I hereby certify that I have personal knowledge that this candidate has completed the clinical experience indicated on this application. It is my belief that this candidate meets all clinical experience requirements for eligibility to take the examination for which he or she is applying.

<table>
<thead>
<tr>
<th>Medical Director’s Name (PLEASE PRINT)</th>
<th>Specialty Area (if applicable)</th>
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<tbody>
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<td></td>
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</table>

<table>
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<tr>
<th>Medical Director’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number/State in which license is held</td>
</tr>
</tbody>
</table>

**7. SIGNATURE**

I certify that I have read the NBRC Candidate Handbook, including the Judicial & Ethics policies, and believe that I comply with all of the admission policies for the examination for which I am applying. I certify that the information I have submitted in this application and the enclosed documents are complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or my examination results may be delayed, not released or invalidated by the NBRC. I acknowledge and agree that the NBRC may release information about my examination scores and credentialed status to state agencies in those states which regulate the practice of respiratory care, accredited respiratory care education programs and the Commission on Accreditation for Respiratory Care (CoARC).

I certify that I have read the policy on inactivation of eligibility records in the NBRC Candidate Handbook and acknowledge that allowing my file for a respective examination to become inactivated will result in my having to submit a new application, document my eligibility in compliance with the then current admissions requirements and pay the new applicant fee. Further, I understand that the email address I provide with my application will be used to notify me about the status of my application and/or credential and I am responsible for notifying the NBRC of any change in my mailing and/or email address to receive official notices regarding my credentials issued by the NBRC. The NBRC shall not be responsible for non-receipt of notices due to my failure to provide a current mailing and/or email address. Once credentialed, I may opt-out of receiving email notifications by updating my profile.

Once your application is accepted, you have 90 calendar days to take the examination. If you fail to schedule an examination appointment within the 90-day period, you will forfeit the application and all fees paid to take the examination; a complete application and examination fee are required to reapply.

<table>
<thead>
<tr>
<th>Name (please print)</th>
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<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

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Specialty Credentialing Examination Application, continued
Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

**Applicant Information**

Social Security # ________ – _____ – ____________

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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<tbody>
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</tbody>
</table>

Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Daytime Telephone Number

Email Address

**Special Accommodations**

I request special accommodations for the examination below.

- [ ] Therapist Multiple-Choice (TMC)
- [ ] Clinical Simulation (CSE)
- [ ] Pulmonary Function Technologist (PFT)
- [ ] Neonatal/Pediatric Specialty (NPS)
- [ ] Sleep Disorders Specialty (SDS)
- [ ] Adult Critical Care Specialty (ACCS)

Please provide (check all that apply):

- [ ] Reader
- [ ] Extended testing time (time and a half)
- [ ] Reduced distraction environment
- [ ] Other special accommodations (please specify)

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Comments:

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Signed:___________________________________________________________  Date:____________________________________

Return this form to: NBRC, 10801 Mastin Street, Suite 300, Overland Park, KS 66210-1658.
If you have questions, call the NBRC at 913.895.4900.
Documentation of Disability-Related Needs

If you have a learning disability, a psychological disability, or other disability that requires an accommodation in testing, please have this section completed by an appropriate professional (doctor, psychologist, psychiatrist) to certify that your disabling condition requires the requested examination accommodation. If you have existing documentation of the same or similar accommodation provided for you in another examination situation, you may submit such documentation in addition to completing the “Professional Documentation” portion of this form.

Professional Documentation

I have known _______________________________________________ since _____ / _____ / _____ in my capacity as a
Candidate Name                               Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate’s dis-ability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: ________________________________________________________________________________________  
_______________________________________________________________________  
_______________________________________________________________________  
_______________________________________________________________________  
_______________________________________________________________________  

Signed: _________________________________________________________ Title: ________________________________________

Printed Name: _________________________________________________________________________________________________

Address: _____________________________________________________________________________________________________
_____________________________________________________________________________________________________________  

Telephone Number: ________________________________  Email Address: _____________________________________________

Date: ____________________________________________  License # (if applicable): ______________________________________