



The National Board for Respiratory Care

Credential Maintenance Program

Maintaining your Respiratory Care Credentials

For individuals earning credentials beginning July 1, 2002



EXCELLENCE
defines us.

The NBRC Credential Maintenance Program

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

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

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

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

Three Options for Credential Maintenance

You may choose from the following three options to maintain and recertify your credentials every five years.

Option 1

Complete assessments and/or submit CE.

Beginning January 1, 2020, quarterly assessments are a component of the CE option to maintain credentials. All credentialed practitioners can begin using the assessment component of the CE option in 2020.

The assessment component is key in our goal of strengthening the relationship between competencies of credential holders and expectations linked to those credentials. Content will focus on tasks that put patients at risk and have a high pace of change.

The number of CE required is based on assessment performance and categorized in three zones: Green, Yellow, and Red. Strong performance on the assessments will place you in the Green or Yellow Zones, eliminating or reducing the amount of CE required.

Your personal dashboard in the practitioner portal will automatically keep track of assessment progress and will display your current CE requirement.

Visit nbr.org to view required CE subject matter and credit requirements for each credential held, as



well as combinations for those who hold multiple credentials.

Acceptable education requires participation in an educational activity directly related to respiratory therapy, pulmonary function or diagnostics technology, neonatal/pediatric, sleep testing and interventions, and adult critical care, depending on your credential(s). This 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
- **Online 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 may submit the same CE hours to satisfy requirements for the state as well as NBRC credential maintenance. You may also use credits from the American Association for Respiratory Care Continuing Respiratory Care Education Program (AARC-CRCE®) to fulfill the NBRC Credential Maintenance Program requirements. Submitting and tracking your CEUs is fast and easy with the NBRC online practitioner portal.

Option 2

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

You may retake an examination any time during the last year of your 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 Credential Maintenance Program.

Option 3

Pass an NBRC credentialing examination not previously completed.

Passing an NBRC credentialing examination that you did not previously complete automatically extends the recertification period of all 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.

Continuing Education Documentation

If you choose Continuing Education (Option 1) to maintain your credential(s), you must submit your continuing education units (CEUs) and pay applicable fees online at nbc.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.

Program Fees

If you choose to maintain your credential(s) by taking the examination for the highest level credential held (Option 2), or by taking another NBRC credentialing examination not previously completed (Option 3), you will not be required to submit Credential Maintenance Program compliance information; you need only to pay the

examination fee. The examination application and fee serve as the required documentation for credential maintenance.

If you choose to maintain your credential(s) through the CE route (Option 1), you will be required to submit all CE information and payment online. The Credential Maintenance Program (CMP) fee is \$125 collected annually in \$25 increments over the 5-year credential term. If you do not pay the CMP fee annually, you will be required to submit payment of \$25 per year for which payment was not made. The Credential Maintenance Program fees for the CE option are listed in the following table:

STATUS	DESCRIPTION	FEE
Paid annually	Individuals who pay their CMP fee each year of the five-year credential term	\$25 per year
Not paid annually	Individuals who do NOT pay their CMP fee each year of the five-year credential term	\$25 per year not paid during the 5 year credential term
Lapsed within 6-month grace period	Individuals whose credentials have lapsed but are within 6-months of credential expiration	\$250 reinstatement fee
Lapsed more than 6 months	Individuals who do not complete one of the CMP options before their expiration date	\$150, plus current examination fee

Completion of the Credential Maintenance Program

Once you have completed your Credential Maintenance Program option, a new certificate and wallet card will be mailed to you within 30 days.

Verification of Compliance

To ensure ongoing excellence for all credentialed practitioners, we audit a random sample of Credential

Maintenance Program compliance documentation and confirm the validity of all submitted information with the appropriate parties. Information that appears to be falsified will be referred to the NBRC's Judicial and Ethics Committee for investigation and possible disciplinary action.

The Importance of Compliance

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

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

If Your Credential Expires...

If you are within six months of credential expiration, you have the option of entering your CEUs online and paying a \$250 reinstatement fee. Any CMP fees paid annually become void once your credential expires. To qualify, you must earn your CEUs during your five-year credential term.

If the grace period option is not utilized, you have two years following expiration to apply for testing and reinstate your credential. You will be required to pay the new application fee and \$150 expired credential fee online at nbc.org. If you successfully complete the examination, your credential will be

reinstated. However, if you do not successfully pass the examination within two years, you will be required to apply as a new applicant and meet all admission policies in effect at that time. If you have more than one expired credential, you must apply for and pass all examinations to reinstate your expired credentials.

Notification Procedures

To support you in maintaining your NBRC credentials, expiration reminders will be posted in your Message Center within the online practitioner portal. Additionally, we mail credential expiration reminders, including deadlines and credentialing maintenance requirements, via USPS at the following times:

- One year before the expiration date of your credential.
- Six months before your credential's expiration date.
- 90 days before your credential's expiration date.
- 30 days before your credential's expiration date - final reminder.

Credentialed practitioners who allow their credentials to expire will be sent an email reminder before the 6-month grace period ends.

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

For More Information or Assistance

Please contact our Customer Care Specialists at the NBRC Executive Office using the contact information provided on the back of this brochure.





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EXCELLENCE defines us.