



BOARD OF RESPIRATORY CARE

APPLICATION MATERIALS FOR

REGISTERED RESPIRATORY THERAPIST

&

CERTIFIED RESPIRATORY THERAPIST

LICENSURE

April 2010 Edition

Board of Respiratory Care

<http://www.doh.state.fl.us/mqa/respiratory/index.html>

Mission Statement: Protect, promote and improve the health of all people in Florida.
4052 Bald Cypress Way, Bin # C05
Tallahassee, Florida 32399-3255
Phone: (850) 245-4373 Fax: (850) 414-6860
Website: www.flhealthsource.com



Board of Respiratory Care

Mailing address for application & fees:

Board of Respiratory Care
P.O. Box 6330
Tallahassee, FL 32314-6330
Phone: (850) 245-4373 ~ Fax (850) 414-6860
Website: www.flhealthsource.com

(CLIENT 5701 REGISTERED RESPIRATORY THERAPIST - RT)
(CLIENT 5702 CERTIFIED RESPIRATORY THERAPIST - TT)

1. APPLICATION BY ENDORSEMENT and FEE (Please Type or Print Legibly in Blue or Black Ink) - Money order or check, certified or cashier preferred, payable to: The Department of Health.

(Certified/Registered with NBRC and passed the NBRC exam) (Must check one):

- Certified Respiratory Therapist (Client 5702) - \$165
Registered Respiratory Therapist (Client 5701) - \$165

2. PROFILE INFORMATION (List your full, legal name as it should appear on license, no nicknames or shortened versions.)

NAME: Last First Middle

List all names by which you are currently known or have been known in the past.

MAILING ADDRESS

IMPORTANT: Postal Service does not forward Government mail. You must keep address updated during licensure process to avoid delay. If you use a P.O. Box address as a mailing address we must also have a physical address.

Apt. No. City State Zip Country

PRACTICE ADDRESS (If not applicable indicate with N/A)

Apt. No. City State Zip Country

Mailing address will display on the Internet if you have not provided a practice location address.

DATE OF BIRTH (m/d/yr)

WORK NUMBER:

HOME NUMBER:

CELL NUMBER:

FAX NUMBER:

CORRESPONDENCE VIA E-MAIL? YES NO

E-MAIL ADDRESS: @

Please print legibly. By checking "yes" you agree to allow the board office to contact you with information regarding your application via e-mail.

3. RT SCHOOL OF GRADUATION (Name/State/Country): (Must list school)

Do not leave blank.

Date of Graduation (m/d/y): Degree Obtained:

What name(s) did you use when you received your respiratory therapy education?

4. EQUAL OPPORTUNITY DATA - We are required to ask that you furnish the following information as part of your voluntary compliance with Section 60-3, Uniform Guidelines on Employee Selection Procedure (1978) 43 FR38295 (August 25, 1978). This information is gathered for statistical and reporting purposes only and does not in any way affect your candidacy for licensure. SEX: Male Female

ARE YOU A US CITIZEN? YES NO

ETHNIC ORIGIN: White Black Asian/Pacific Hispanic Other

5. APPLICANT BACKGROUND

Attach additional sheets, if necessary.

A. Are you credentialed as a Certified Respiratory Therapist or Registered Respiratory Therapist by the National Board of Respiratory Care? Yes No If "YES", give the date of credentialing. _____

B. Do you now hold, or have you ever held, a temporary permit, a license/certification or been authorized to practice in any state, including Florida, or country as a respiratory therapist? (including, but not limited to active and inactive licenses)? Yes No

<u>State/Country</u>	<u>License No.</u>	<u>Profession</u>	<u>Date of Licensure</u>	<u>If no longer licensed, state why & when</u>

C. Have you ever previously applied for licensure in the state of Florida? Yes No
Date _____

If "YES", did you apply by exam or endorsement? _____

Were you issued a temporary permit? Yes No

6. PRACTICE EMPLOYMENT

Attach additional sheets, if necessary.

List in chronological order all medically related employment in any state including Florida for the previous two (2) year period, beginning with present employment. **IF YOU HAVE NOT HAD PREVIOUS MEDICALLY RELATED EMPLOYMENT in any state including Florida JUST WRITE "not applicable" or N/A.** Do not include clinical/fieldwork experience obtained as part of your education. DO NOT LEAVE BLANK. Medically related employment is not a requirement for licensure.

Please review Rule 64B32-2.001(2)2.(d), F.A.C., for additional requirements. An applicant who has been out of the practice of respiratory care for 2 years or more must complete a Board-approved comprehensive review course in order to ensure that he or she has the sufficient skills to re-enter the profession. (Refer to rule or application instructions for topics and hours.)

Name and Address of Institution	Beginning/Ending Dates of Practice	Title of Position

Answer questions in sections 7 through 9 "YES" OR "NO" - Do not leave any blanks. **You may be required to make a personal appearance before the Board of Respiratory Care. A "YES" answer to sections 7 through 9 must be accompanied by the following:**

1. A written statement explaining in detail the circumstances surrounding the "YES" answer. The statement must include all pertinent information such as date(s), explanation(s), address(es), employer(s), physician(s), institution(s), agency(ies) and hospital(s). Give a brief summary in the space given below and attach any statements to the application, numbering your response according to the number of the question for which you are attaching the statement.

2. Supporting documentation must also be submitted to verify the events, including court documents for each offense, providing arrest records, restitution or current circumstances, final disposition, etc. If the records are no longer available, you must have certification of their unavailability from the court.

Please see application instructions (Competing the Application) for additional information regarding "yes" answers on this page.

7. CRIMINAL HISTORY	Attach additional sheets, if necessary.
A. Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction other than a minor traffic offense? You must include all misdemeanors and felonies, even if the court withheld adjudication so that you would not have a record of conviction. Driving under the influence or driving while impaired is not a minor traffic offense for the purposes of this question. <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
If "YES", explain _____	

Note: Pursuant to Section 456.0635(2), Florida Statutes, the following questions are being asked. If you answer yes to any of the following questions, explain on a separate sheet providing accurate details and submit copies of supporting documentation.

8. CRIMINAL HISTORY CONTINUED
A.1. Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, Chapter 817, or Chapter 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396? (If no, do not answer A.2.) <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
A.2. Has it been more than 15 years prior to the date of this application since the sentence and completion of any subsequent period of probation for each such conviction? <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
B.1. Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes? (If no, do not answer B.2.) <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
B.2. If you have been terminated but reinstated, have you been in good standing with the Florida Medicaid Program for the most recent five years? <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
C.1. Have you ever been terminated for cause, pursuant to the appeals procedures established by the state or federal government, from any other state Medicaid program or the federal Medicare program? (If no, do not answer C.2 and C.3.) <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
C.2. Have you been in good standing with a state Medicaid program or the federal Medicare program for the most recent five years? <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
C.3. Did the termination occur at least 20 years prior to the date of this application? <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

9. DISCIPLINARY HISTORY

Attach additional sheets, if necessary.

A. Have you ever had a license revoked, suspended, or otherwise acted against, including denial of licensure, by the licensing authority of this state or another state, territory or country? Yes No

B. Have you ever been notified to appear before any licensing authority on a complaint of any nature, including, but not limited to, a charge or violation for unprofessional or unethical conduct? Yes No

C. Have you ever been named or sued for malpractice? Yes No

D. Have you ever been disciplined, terminated or allowed to resign, in lieu of termination, from an employment setting where employed as a Registered/Certified Respiratory Therapist or in any capacity in the health care profession? Yes No

E. Have you ever been convicted or found guilty, regardless of adjudication, of a crime in any jurisdiction which directly relates to the practice of respiratory care? Yes No

If you answered "YES" to any of the above questions, please send a typed or printed description of the discipline. You must contact the board(s) in the states you were disciplined and request official copies of the administrative complaint and final order are sent directly to the board office. Please see application instructions for additional information regarding "yes" answers on this page.

NOTE: 456.013(3)(c): "In considering applications for licensure, the board, or the department when there is no board, may require a personal appearance of the applicant. If the applicant is required to appear, the time period in which a licensure application must be granted or denied shall be tolled until such time as the applicant appears. However, if the applicant fails to appear before the board at either of the next two regularly scheduled board meetings, or fails to appear before the department within 30 days if there is no board, the application for licensure shall be denied."

10. MANDATORY CONTINUING EDUCATION REQUIREMENT

Prevention of Medical Errors education requirement: Section 456.013(7), Florida Statutes, requires the completion of a 2-hour course relating to prevention of medical errors **prior to permanent licensure and upon each renewal in Florida as a registered/certified respiratory therapist.**

I have completed the prevention of medical errors education required by Florida Statutes, as defined by Rule 64B32-6.006(4), F.A.C. A copy of the completion certificate must be submitted to the board office via fax, email or mail prior to issuance of a permanent license.

I have not completed the required course.

11. Section 456.38, Florida Statutes, Practitioner Registry for Disasters and Emergencies

Will you be available to provide health care services in special needs shelters or to help staff disaster medical assistance teams during times of emergency or major disaster? Yes No

12. Applicants changing status from CRT to RRT: If you have a current Florida CRT license, once you are approved and issued a RRT license, do you wish to "Voluntarily relinquish your CRT license"?

Yes No

CONFIDENTIAL AND EXEMPT FROM PUBLIC RECORDS DISCLOSURE*

Name:			Social Security Number:
Last	First	Middle	

The Department of Health is required and authorized to collect Social Security Numbers relating to applications for professional licensure pursuant to Title 42 USCA § 666 (a)(13). For all professions regulated under chapter 456, Florida Statutes, the collection of Social Security Numbers is required by section 456.013 (1)(a), Florida Statutes.

Answer questions in section 13 "YES" OR "NO" - Do not leave any blanks. **You may be required to make a personal appearance before the Board of Respiratory Care. A "YES" answer to section 13 must be accompanied by the following:**

3. **A written statement explaining in detail the circumstances surrounding the "YES" answer.** The statement must include all pertinent information such as date(s), explanation(s), address(es), employer(s), physician(s), institution(s), agency(ies) and hospital(s). Give a brief summary in the space given below and attach any statements to the application, numbering your response according to the number of the question for which you are attaching the statement.
4. Supporting documentation must also be submitted to verify the events, including court documents for **each offense**, providing arrest records, restitution or current circumstances, final disposition, etc. If the records are no longer available, you must have certification of their unavailability from the court.

13. PERSONAL HISTORY

A. In the last five years, have you been enrolled in, required to enter into, or participated in any drug or alcohol recovery program or impaired practitioner program for treatment of drug or alcohol abuse that occurred within the past five years? Yes No

B. In the last five years, have you been admitted or referred to a hospital, facility or impaired practitioner program for treatment of a diagnosed mental disorder or impairment? Yes No

C. During the last five years, have you been treated for or had a recurrence of a diagnosed mental disorder that has impaired your ability to practice respiratory care within the past five years? Yes No

D. In the last five years, were you admitted or directed into a program for the treatment of a diagnosed substance-related (alcohol/drug) disorder or, if you were previously in such a program, did you suffer a relapse within the last five years? Yes No

E. During the last five years, have you been treated for or had a recurrence of a diagnosed substance-related (alcohol/drug) disorder that has impaired your ability to practice respiratory care within the last five years? Yes No

F. During the last five years, have you been treated for or had a recurrence of a diagnosed physical disorder that has impaired your ability to practice respiratory care? Yes No

If you answered "YES" to any of the above questions, please explain the circumstances surrounding your answer, on additional sheets. You must request an evaluation letter from treating physician(s); institution(s); etc. to support your application. Please see application instructions for additional information regarding "yes" answers on this page.

* This page is exempt from public records disclosure.

APPLICANT STATEMENT:

I hereby authorize all hospitals, institutions, or organizations, personal physicians, employers (past or present), business and professional associates (past or present), and all government agencies and instrumentality's (local, state, federal, or foreign) to release to the Department of Health any information, files, or records requested by the Department in connection with the processing of this application. I further authorize the Department to release to the organizations, individuals, and groups listed above any information which is material to my application.

I understand that it is my duty and responsibility as an applicant for licensure to supplement my application after it has been submitted if and when any material change in circumstances or conditions occur which might affect the Board's decision concerning my eligibility for examination or licensure. Such supplement is required by Chapter 456.013(1)(a) F.S. Failure to do so may result in disciplinary action by the Board including denial of licensure.

I have carefully read the questions in the foregoing application and have answered them completely without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information on this application, I hereby acknowledge that such act shall constitute cause for denial, suspension, or revocation of any license to practice in the State of Florida the profession for which I am applying. I declare that I am the person referred to in the foregoing application. I further state that I will comply with all requirements for licensure renewal in effect at the time of license renewal including submission of appropriate renewal fees and continuing education credits.

I hereby acknowledge that practice as a licensed Registered or Certified Respiratory Therapist in Florida is governed by Chapters 456 and 468, Part V, Florida Statutes, and Chapter 64B32, Florida Administrative Code. I understand that I am under a continuing obligation to understand and keep informed of any changes to Chapters 456 and 468, Part V, Florida Statutes and Chapter 64B32, Florida Administrative Code.

Signature of applicant (required)

Date signed (required)

It is recommended that you do not make arrangements to accept employment as a Registered/Certified Respiratory Therapist in Florida until you have been issued a license by the Florida Board of Respiratory Care.

APPLICATION CHECKLIST

Use the following checklist to help ensure that you send in all necessary documentation for your licensure application.

- _____ Application - All questions answered? If question is not applicable, mark with N/A. Questions left blank will delay processing. **NOTE:** Mailing address will display on the Internet if you do not provide a practice location address.
- _____ Fees: \$165 - **Money order or check, certified or cashier preferred, payable to: Department of Health**
- _____ License verification(s) if licensed in another state(s) (if applicable)
- _____ Proof of Prevention of Medical Errors Education.
- _____ NBRC Certification
 - An official letter of verification directly from the NBRC. A copy of the NBRC test scores, wall credential or wallet card are **NOT** acceptable proof of this credential.
- _____ Statement(s) and/or Documentation for "YES" answers in Sections 7 - 9 (if applicable)

**It takes approximately 7-10 working days for checks to be processed by the Department.
The Board office does not receive applications until fees have been processed.
Federal Express or special courier services will not expedite your process.**

WHERE TO SEND APPLICATION AND SUPPORTING DOCUMENTS

INITIAL APPLICATION, FEES AND ANY SUPPORTING DOCUMENTS IN THE SAME ENVELOPE:

Florida Department of Health
Board of Respiratory Care
P.O. Box 6330
Tallahassee, FL 32314-6330

ALL DOCUMENTS NOT INCLUDED WITH APPLICATION AND FEE:

Florida Department of Health
Board of Respiratory Care
4052 Bald Cypress Way, BIN C-05
Tallahassee, FL 32399-3255

APPLICATION AND FEES SENT OVERNIGHT, SPECIAL DELIVERY:

Florida Department of Health
Licensure Services
4052 Bald Cypress Way, BIN C-99
Tallahassee, FL 32399-3299

Submission of supporting documents is encouraged prior to mailing your application.

****REMEMBER****

DO NOT START WORK IN FLORIDA UNTIL YOU HAVE RECEIVED A FLORIDA LICENSE

APPLICATION INSTRUCTIONS FOR LICENSURE BY ENDORSEMENT

It is your professional responsibility to read and understand this application package and the enclosed laws and rules governing the practice of respiratory care in Florida before completing your application. If another party is handling your application for you, it is still your responsibility to read, understand, and comply with all requirements for licensure.

Endorsement Licensure Requirements:

Certified Respiratory Therapist (CRT) OR Registered Respiratory Therapist (RRT)

- The applicant holds the “Certified Respiratory Therapist” or the “Registered Respiratory Therapist” credential issued by the National Board for Respiratory Care, or an equivalent credential acceptable to the Board; or
- The applicant holds certification, or the equivalent, to deliver respiratory care in another state and such certification was granted pursuant to requirements determined to be equivalent to, or more stringent than, the requirements in Florida.
- The applicant is not otherwise disqualified by reason of a violation of Chapter 456, or Chapter 468, Part V, Florida Statutes, or the rules promulgated there under.
- The applicant has completed a Board approved 2-hour course in medical error prevention meeting the criteria set forth in rule 64B32-6.006.

All Applicants Must Submit the Following:

Application: An applicant must complete and submit the application, fees and following documentation:

Fees for CRT or RRT: \$ 165 (\$50 non-refundable application fee, \$110 licensure fee, \$5 unlicensed activity fee) ***(Money order or check, certified or cashier preferred).***

- This fee must accompany the application.
- The licensure fee (\$115) may be refunded to you if you are denied licensure or if you decide to withdraw your application.

Verifications:

- ***Proof of having passed the NBRC exam:*** A certified respiratory therapist (CRT) or a registered respiratory therapist (RRT) who has passed the NBRC exam must contact the NBRC and have an official letter of verification forwarded to our office. ***Neither a copy of the NBRC passing scores, a copy of the credential nor a wallet card will be accepted, only the official letter of verification from the NBRC. Their web-site is www.NBRC.org or call them at (913) 599-4200.***
- ***Other state licenses you currently hold or have held, regardless of status.*** You must notify the licensing state and pay any fees required by that state for this service.

Additional Education Requirement:

- **An applicant who has been out of the practice of respiratory care for 2 years or more** must complete a Board-approved comprehensive review course in order to ensure that he or she has sufficient skills to re-enter the profession. Board-approved comprehensive course means any course or courses which includes, at a minimum, fourteen contact education hours in the topics and numbers of hours as follows:

Patient assessment	3 hours
Hemodynamics	2 hours
Pulmonary Function	1 hour
Arterial blood gases	1 hour
Respiratory equipment	2 hours
Airway Care	1 hour
Mechanical ventilation	2 hours
Emergency care/special procedures	1 hour
General respiratory care (including medication)	1 hour

- **Prevention of Medical Errors:** Two (2) hours of prevention of medical errors education are required for initial licensure. The Board office must receive proof of this requirement to complete your application. The course can be completed by home study but must be given by a board-approved

provider. Must submit proof of completion prior to the issuance of a permanent license. You may fax a copy of your certificate to (850) 414-6860.

HIV/AIDS Education Information

Once an applicant is licensed, the licensee will be required to complete a three hour approved course in HIV/AIDS prior to the first renewal of the license. Once the licensee has taken the course, he or she does not have to take it again.

Social Security Number

Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653 and 654; and Section 456.004(9), 409.2577 and 409.2598, Florida Statutes. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to ensure compliance with child support obligations. Social Security numbers must also be recorded on all professional and physical license applications and will be used for license identification pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act. 104 Pub.L. Section 317). **You may apply for licensure before obtaining a social security number. However, you will not be issued a license until proof of a U.S. social security number is received.**

******* Florida CRT who become nationally registered and requesting RRT licensure will be required to complete a new application and fees.** In the State of Florida, the use of certain titles and abbreviations relative to the practice of respiratory care is allowed only by those individuals who fulfill the requirements of section 468.359, Florida Statutes. Individuals who use any of the protected titles or abbreviations affected by the above section and who are not eligible to do so are in violation of the practice act and may be subject to legal action.

No individual can use the title "Certified Respiratory Therapist" (CRT) or "Registered Respiratory Therapist" (RRT) in Florida if that individual is not licensed as such in Florida, regardless of whether that individual holds national certification. **Individuals who are currently licensed as CRTs in Florida and who have obtained national certification may not sign as an RRT until their licenses have been changed to the registered level.** The respiratory therapy application may be downloaded or requested through our web site at: www.flhealthsource.com.

Useful Tips for Completing the Application

- Within 30 days of receipt of your application, you will be sent:
 - A written or emailed deficiency notice regarding your application status OR you will receive your licensure letter. If your application is deficient, your deficiency letter will contain a direct link and login information to check the status of your application online. If you do not receive any correspondence from us within 30 days of the date your application was received by the Department, do not hesitate to contact the board office. **Please do not call to check on the status of your application until at least 30 days from the date you mailed your documentation.**
- The Board of Respiratory Care has a website, www.flhealthsource.com, which provides a “lookup licensee” screen where licensure status (once a permanent license has been issued) may be verified.
- All questions must be answered. If an item does not apply to you, mark “N/A”. Any and all questions without an answer *will* delay the processing.
- Application fees are non-refundable. **Do not stop payment on your check.** This could result in a “bad check charge” being filed against you.
- It is your responsibility to ensure that the board office has received all documentation to complete your application.
- The application is valid for one year from the date we receive it. After a year, the application is expired and purged from our system. A new application and new documentation would need to be submitted.
- If questions arise regarding your eligibility for licensure during the review process, the application, once it is complete, will be referred to the board for review.
- **It is very important to keep the Board office informed of any change in mailing, practice location, email addresses and phone numbers. Please note: The US Postal Service does not forward Government mail.** Failure will delay the receipt of your license if you move during the licensing process and do not notify the Board office. **NOTE:** Mailing address will display on the Internet if you do not provide a practice location address.
- It is recommended that you keep these instructions and a copy of the completed application, should you need to refer to them during the processing of your application file.
- Social Security Numbers: If an applicant has met all licensure requirements, including passing the exams, the application will be held until a social security number issued. Social security numbers must be provided before a license is issued.
- Statement(s) to “YES” ANSWERS in response to the Criminal, Disciplinary or Personal History sections of the application must explain in detail the circumstances surrounding the answer. In addition to your statement(s) you must submit supporting documentation -- such as court documents providing arrest records, restitution records; evaluation letter(s) from treating physicians and/or institutions; employment records and/or employment verifications. Your answers may result in being referred to the Professionals Resource Network (PRN) for evaluation. PRN is a consultant to the State of Florida contracted to evaluate practitioners to ensure their ability to practice with reasonable skill and safety to the public. Additionally, a “YES” answer to these questions may also require a personal appearance before the board.

NOTES: 456.013(3)(c): In considering applications for licensure, the board, or the department when there is no board, may require a personal appearance of the applicant. If the applicant is required to appear, the time period in which a licensure application must be granted or denied shall be tolled until such time as the applicant appears. However, if the applicant fails to appear before the board at either of the next two regularly scheduled board meetings, or fails to appear before the department within 30 days if there is no board, the application for licensure shall be denied.

It is the licensee’s responsibility to comply with the following statute: 456.072(1)(x), F.S., states: “Failing to report to the board, or the department if there is no board, in writing within 30 days after the licensee has been convicted or found guilty of, or entered a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction.

As a potential licensee, we recommend that you frequently visit the Board of Respiratory Care web site at: www.flhealthsource.com. We strive to continually update the website with information including, updates and changes in the profession, laws and rules, applications, instructions, a list of frequently asked questions (FAQ’s), etc. that will assist you.

HIV/AIDS Education Information: You will be required to complete a three hour approved course in HIV/AIDS prior to the first licensure renewal. Once you have taken this course, you will not have to take it again.

Please use the application checklist as a tool in completing your application

