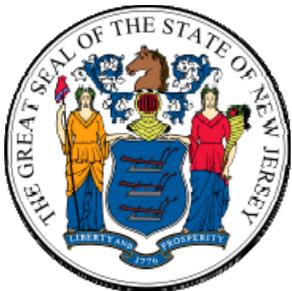


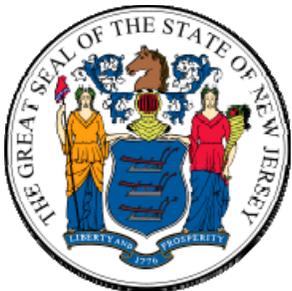
State Board of Respiratory Care

Application Process Overview



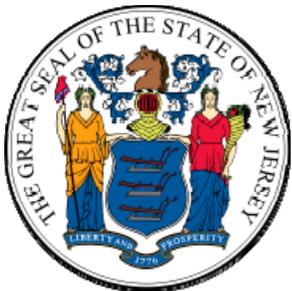
State Board of Respiratory Care

- License qualified individuals
- Regulates the practice of respiratory care
- Investigates complaints and takes disciplinary action



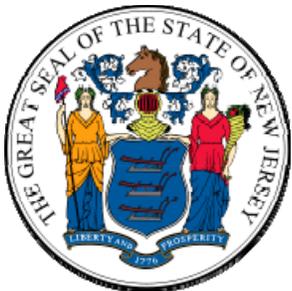
License to Practice

- No one may practice respiratory care without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



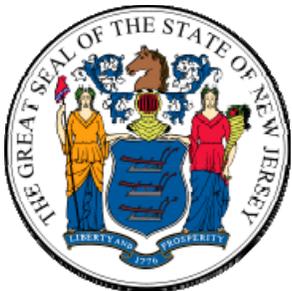
License to Practice

- How do you get a license?
- How do you keep a license in good standing?



When Should I Begin the Application Process?

- Start Early!
- Right now would be a good time.



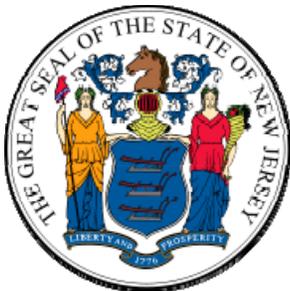
How Do I Get an Application Form?

Applications can be downloaded from the Board's website at:

<http://www.NJConsumerAffairs.gov/resp/>

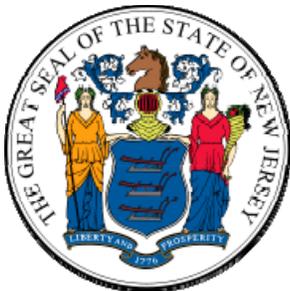


The screenshot displays the website for the State Board of Respiratory Care. At the top, there is a header image of a building facade. Below this, the page title is "State Board of Respiratory Care" and the main heading is "Applications and Forms". A navigation menu on the left includes links for "Board Home", "Members", "Meetings", "Disciplinary Actions", "Applications and Forms" (which is highlighted in a blue box), "Top Tips for License Applicants", "Laws and Regulations", "License Verification", "Frequently Asked Questions", and "Request a List". The main content area features a link for "Application for Licensure as a Respiratory Care Practitioner" with a small icon. A timestamp "Last Modified: 2/13/2015 9:48 AM" is visible in the bottom right corner of the content area.



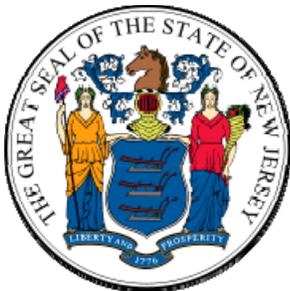
Application Process

1. Submit an application (\$125)
2. Send supporting documents to the Board
3. The board will send fingerprint instructions
4. Schedule a time to have your fingerprints scanned
5. Submit additional information (*as required*)
6. Once approved, the board will send a letter of approval



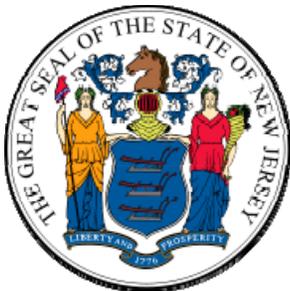
Application Fees

- Application Fee (*non-refundable*)
 - \$125
 - Payable by personal, certified check or money order
 - **NO CASH**



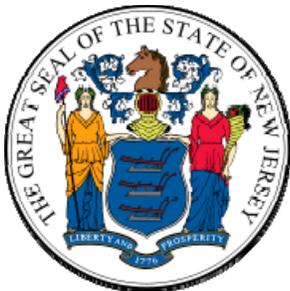
Application Questions

- Moral Character – Arrests / Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical / Cognitive
- Use of Illegal Chemical Substances



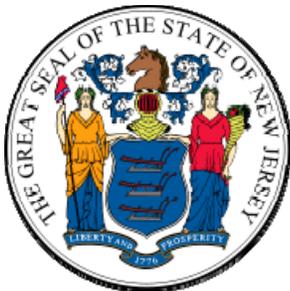
Criminal History Background Check

- You must complete the “*Certification and Authorization Form*” as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.



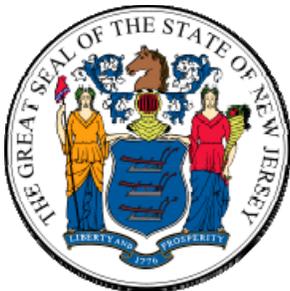
Criminal History Background Check “Tips”

- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan



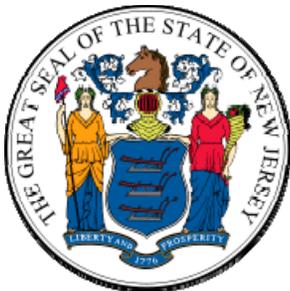
Keeping Your License Current

- Licenses are valid from 4/1 – 3/31
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee



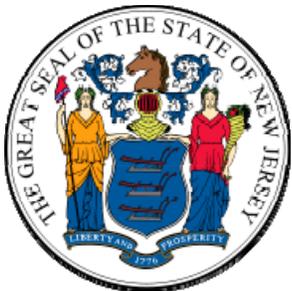
Continuing Education

- You must complete your continuing education prior to renewal
- Licensees must complete 30 credits during each two-year period
 - 3 mandatory credits in infection control, patient safety, medical errors and ethics
 - 10 of the 30 must be in respiratory care clinical practices
 - 5 of the 30 can be in any health care related field
- No continuing education credits are required for the initial biennial period



Communication

- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (duty to cooperate)*
- If you move, change your name, start working in a new location – *contact the Board and update your information*



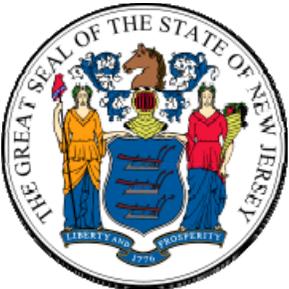
Where Do I Send Mail for the State Board of Respiratory Care?

Mailing Address:

State Board of Respiratory Care
P.O. Box 45031
Newark, NJ 07101

Physical Address:

State Board of Respiratory Care
124 Haley Street
Newark, NJ 07101



Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



Useful Links

Board of Respiratory Care

www.NJConsumerAffairs.gov/resp

Application Status

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

