



NORTH CAROLINA RESPIRATORY CARE BOARD

1100 Navaho Drive, Suite 242
Raleigh, NC 27609

APPLICATION FOR LICENSURE INSTRUCTIONS

SECTION A - PERSONAL INFORMATION

Fill in all blanks. Attach a recent photo, 2 inches by 2 inches (**Passport Type Only**). The photo must be in color on glossy film.

SECTION B - LICENSE APPLICATION CATEGORY

Check the appropriate box. You should check Initial Licensure if you are credentialed as a CRT and/or RRT by the NBRC.

You should check Provisional Licensure if you have recently graduated or will graduate in the near future from an approved Respiratory Care Program and have not passed the CRT exam. Provisional License holders must work under direct supervision of a licensed RCP. Provisional Licenses are valid for one (1) year in which time the Licensee must pass the CRT exam administered by the NBRC. The Provisional Licensee should apply for a Change in Status to Active Licensure status within 30 days of passage of the CRT exam.

You should check Licensure by Reciprocity if you hold a license to practice Respiratory Care in another jurisdiction but are not credentialed by the NBRC as a CRT and/or RRT.

You should check Temporary Licensure if you are only going to practice Respiratory Care in North Carolina for a period less than 90 days. You must attach a copy of your Respiratory Care Program diploma/degree, a copy of your CRT and/or RRT certification from the NBRC and copies of licensure certifications or cards from each state in which you are OR EVER HAVE BEEN licensed. Each copy must be notarized as being "A copy of the original". You must also request official verification, at the time of application, for these items as noted in Section C, Section D and Section E to complete your file. You may request a Change in Status from Temporary Licensure to Active Licensure at any time before the expiration date of your Temporary License by completing the form "Application for Change in Status".

SECTION C – EDUCATION

You must request an official transcript from the Respiratory Care Program from which you graduated. The transcript should be sent to the Board from the institution and bear its seal.

You must submit a copy (Front and Back) of your current BLS / CPR certification from the American Heart Association (BLS for Healthcare Provider) or the American Red Cross (CPR/AED for the Professional Rescuer) or the American Safety and Health Institute (CPR/AED for the Professional Rescuer). You must maintain certification to practice Respiratory Care in North Carolina.

SECTION D - EXAMINATION

If you have CRT and/or RRT credentials you must send the completed form (Attachment 1) "REQUEST FOR VERIFICATION OF CREDENTIALS" to the NBRC or request the verification online. The NBRC will send a verification letter directly to the Board. This usually takes 1 to 2 weeks to receive from the NBRC. Ordering the verification online will decrease the time required for the NBRC to send the official verification.



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SECTION E - LICENSED IN ANOTHER JURISDICTION

If you currently hold or have held a license to practice Respiratory Care in any jurisdiction(s), including North Carolina, you must list all licenses you have including any expired licenses you have held. Use an additional sheet of paper if needed. You must also send a copy of Attachment 2 "CERTIFICATION OF APPLICANT'S LICENSE IN RESPIRATORY CARE" to each of the jurisdictions, except North Carolina. The other jurisdiction(s) will send information directly to the Board.

SECTION F - PRACTICE

You must list all facilities where you have actively engaged in the practice of Respiratory Care. Start at the most recent and list in order. If you are moving to North Carolina, list the practice site where you will be practicing Respiratory Care.

SECTION G – PERSONAL BACKGROUND

Please check the appropriate box to answer each of the following questions, and you should include in each of your responses all information relating to events in North Carolina, or in any U.S. State or Territory, or in any other country or territory worldwide. Except where otherwise indicated, your responses must include all circumstances during your entire life.

Your application must be current and complete as of the date that you sign it and have it notarized, but you also are required to update your responses to report additional information relating to any of these questions that you recall or which occurs after you sign your application.

For each YES response, provide a detailed description that will be sufficient for the Board to understand all of the details of each circumstance, and please remember that you also may be invited to attend an interview with the Board's Investigation and Informal Settlement Committee before the Board takes action on your application.

SECTION H - AFFIDAVIT

This section must be completed in the presence of a Notary Public.

FEES:

Enclose the proper fees. The fees must be payable to the North Carolina Respiratory Care Board by Certified Check or Money Order.

The application should be mailed to the Board office in a 9 inch by 12 inch envelope. It is suggested that you send the mail certified with signature request to verify delivery.

After the application has been received, you will be sent a notice of all missing items and a background check packet. The fingerprint card, forms, and a \$38.00 money order or certified check must be returned to the Board office. NO LICENSE will be issued until the NC SBI processes the card and returns a report to the Board office. This process usually takes 2 weeks.



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APPLICATION FOR LICENSURE

SECTION A - PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle/Maiden)

Date of Birth: _____ Age: _____

Place of Birth: _____
(City/County) (State)

Mailing Address: _____
(Street/P.O. Box/Route)

(City) (State/County) (Zip Code)

Physical Address (If different from your mailing address):

(House Number / Street)

(City) (State/County) (Zip Code)

SSN #: _____ Telephone: () _____

Email Address: _____

Attach a recent head and shoulders photograph
(Passport type, 2 inches by 2 inches).

Attach Photo Here

SECTION B - LICENSE APPLICATION CATEGORY

- Initial Licensure
- Provisional Licensure₁
- Licensure by Reciprocity₂
- Temporary License₃

¹The Board may grant a provisional license for a period not exceeding 12 months to any applicant who has successfully completed the education requirements under G.S. 90-653(a)(3) and has made application to take the examination required under G.S. 90-653(a)(5). A provisional license allows the individual to practice respiratory care under the supervision of a respiratory care practitioner and in accordance with rules adopted pursuant to this Article. A license granted under this section shall contain an endorsement indicating that the license is provisional and stating the terms and conditions of its use by the licensee and shall state the date the license was granted and the date it expires.

²The Board may grant, upon application and the payment of proper fees, a license to a person who, at the time of application holds a valid license, certificate, or registration as a respiratory care practitioner issued by another state or a political territory or jurisdiction acceptable to the Board if, in the Board's determination, the requirements for that license, certificate, or registration are substantially the same as the requirements for licensure under this Article.

³The Board may grant a temporary license to a person who, at the time of application, submits notarized copies of the items required in G.S. 90-653(a)(3) through (a)(5) while awaiting official copies of the items from the issuing agency. The temporary license shall be valid for a period not to exceed 90 days from the date of application.



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SECTION G – PERSONAL BACKGROUND

Name Printed: _____

Please check the appropriate box to answer each of the following questions, and you should include in each of your responses all information relating to events in North Carolina, or in any U.S. State or Territory, or in any other country or territory worldwide. Except where otherwise indicated, your responses must include all circumstances during your entire life.

Your application must be current and complete as of the date that you sign it and have it notarized, but you also are required to update your responses to report additional information relating to any of these questions that you recall or which occurs after you sign your application.

For each YES response, provide a detailed description that will be sufficient for the Board to understand all of the details of each circumstance, and please remember that you also may be invited to attend an interview with the Board’s Investigation and Informal Settlement Committee before the Board takes action on your application.

1. Are you aware of any situation within the past 10 years in which there has been a complaint or investigation or action, relating to your conduct or professional competence that has been received or conducted by any of the following agencies or organizations:

- Any professional licensing board or agency Yes No
- Any medical or professional organization/association Yes No
- Any local, state, federal, or other governmental agency Yes No
- Any private or governmental insurance company or payor Yes No
- Any professional liability insurance carrier Yes No
- Any hospital or other healthcare organization Yes No
- Any professional school or training program Yes No
- Any professional certifying board Yes No
- Any military service organization Yes No

2. Yes No **Has there been any occasion, EVER, AT ANY TIME IN THE PAST,** when a professional licensing board, agency, or any other organization that provides professional certification or credentialing denied you the privilege of taking an examination to receive professional certification or credentialing? **[NOTE: YOUR RESPONSE SHOULD ALSO INCLUDE BOARDS, AGENCIES AND ORGANIZATIONS THAT CERTIFY OR CREDENTIAL NON-HEALTH CARE PROFESSIONS AND OCCUPATIONS.]**

3. Yes No **Has there EVER, AT ANY TIME IN THE PAST,** been an occasion when you surrendered or were denied a license by a professional certification or credentialing licensing board, agency, or any other organization (including agencies and organizations that issue non-health care professional certification or credentialing)?

4. Yes No **Has there EVER, AT ANY TIME IN THE PAST,** been an occasion when you were issued a restricted or limited license by a professional certification or credentialing licensing board, agency, or any other organization (including agencies and organizations that issue non-health care professional certification or credentialing)?



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5. Yes No **In the past five (5) years**, have you used or consumed any illicit or illegal drugs including, but not limited to cocaine, heroin, ecstasy, LSD, mescaline, psilocybin, PCP and/or marijuana? If you answer yes to this question, please note in your detailed response any details about your participation in any rehabilitation program, including the results of any testing that you have participated in as part of such a program.
6. Yes No **In the past five (5) years**, have you used or consumed any controlled substance or other prescription drug that you obtained through illegal or improper means? If you answer yes to this question, please note in your detailed response any details about your participation in any rehabilitation program, including the results of any testing that you have participated in as part of such a program.
7. Yes No **In the past five (5) years**, have you used alcohol or other substances in a manner that could in any way impair or limit your ability to practice respiratory care with reasonable skill and safety, or have you been told you were impaired by your use of alcohol or other substances in a manner that could impair or limit your ability to practice respiratory care with reasonable skill and safety? If you answer yes to this question, please note in your detailed response any details about your participation in any rehabilitation program, including the results of any testing that you have participated in as part of such a program.
8. Yes No **In the past ten (10) years**, have you had, or have you been told you have, a mental health or physical condition (not referenced above) which in any way limits or impairs or, if untreated, could limit or impair your ability to practice respiratory care in a competent or professional manner? If you answer yes to this question, please note in your detailed response if you have gone through a treatment program for any such condition.
9. Yes No **Have you in the past ten (10) years been convicted of a misdemeanor?**

Note: You are not required to report minor traffic offenses. "Minor traffic offenses" **do not** include driving while intoxicated, driving under the influence, careless and reckless driving, or any offense involving serious injury or death.

Convicted includes if you pled guilty, were found guilty by a court of competent jurisdiction, or entered a plea of nolo contendere (no contest) or received a prayer for judgment continued (PJC) for a violation of federal, state, or local law.

10. Yes No **Have you EVER, AT ANY TIME IN THE PAST, been convicted of a felony?**

Convicted includes if you pled guilty, were found guilty by a court of competent jurisdiction, or entered a plea of nolo contendere (no contest), or received a prayer for judgment continued (PJC) for a violation of federal, state or local law.



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SECTION H - AFFIDAVIT (The application must be notarized.)

THIS STATEMENT MUST BE COMPLETED IN THE PRESENCE OF A NOTARY PUBLIC

I certify and acknowledge the following (initial each statement in the presence of a Notary Public):

_____ I am the person named in the various forms and credentials furnished with respect to my application and that all documents, forms or copies furnished with respect to my application are true in every aspect. If I fail to answer questions truthfully and completely, the NCRCB may deny my application or take other disciplinary action and that all license denials are reported to the National Practitioners Data Bank and other state boards.

_____ If I am in doubt about whether to report any information requested, I should fully disclose the information and provide an explanation of the circumstances.

_____ If someone else completed the application for me, I am responsible to make sure the answers are truthful and complete.

_____ I waive confidentiality, authorize and request every person, hospital, clinic, government agency (local, state, federal or foreign), court, association, institution or law enforcement agency having custody or control of any documents, records and other information pertaining to me to furnish to the NCRCB any such information, including documents, records regarding charges or complaints filed against me, formal or informal, pending or closed, my examination grades, or any other pertinent data and to permit the NCRCB or any of its agents or representatives to inspect and make copies of such documents, records, and other information in connection with this application that can subsequently be provided to professional licensing boards, hospitals and other entities when I apply for licensure, staff membership, employment or other privileges.

_____ I hereby release, discharge and exonerate the NCRCB, its agents or representatives and any person, hospital, clinic, government agency (local, state, federal or foreign), court, association, institution or law enforcement agency having custody or control of any documents, records and other information pertaining to me of any and all liability of every nature and kind arising out of investigation made by the NCRCB.

_____ I certify that I have read and understand the Respiratory Care Practice Act and the Board Rules. I certify that I am currently certified by the American Heart Association (BLS for Healthcare Provider) or the American Red Cross (CPR/AED for the Professional Rescuer) or the American Safety and Health Institute (CPR/AED for the Professional Rescuer) and that I will maintain certification. (Enclose a copy, front and back, of your current BLS or Professional Rescuer card).

_____ I understand that state law requires me to provide to the Board within 30 days any change of name and change of residence and/or practice site address.



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REQUEST FOR VERIFICATION OF CREDENTIALS

TO APPLICANT: Complete Section 1 below and submit it, along with the required \$5 fee for active NBRC members and \$20 fee for inactive members, to:

NBRC Executive Office
18000 W. 105th Street
Olathe, KS 66061-7543

You may also request and pay for the verification online at: <http://www.nbrc.org>. Online verification will decrease the time needed for the NBRC to supply credential verification to the NCRCB.

SECTION 1:

I am applying for state licensure in North Carolina and I am requesting the NBRC to verify my respiratory care credential(s) directly to the North Carolina Respiratory Care Board.

I hold the following NBRC credentials: CRT RRT

PRINT NAME UNDER WHICH YOU WERE CREDENTIALIALED:

Last	First	Middle Initial	Former Name
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PRINT APPLICANT FULL NAME AND CURRENT ADDRESS:

_____-_____-_____
Social Security Number

Last	First	Middle Initial	Former Name
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Street /Apt. #

City	State	Zip Code
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Business Phone	Home Phone
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Signature	Date
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CERTIFICATION OF APPLICANT'S LICENSE IN RESPIRATORY CARE

(Print or Type)

Applicant's Name: _____

License Number: _____

The Licensing Agency to complete the following:

The applicant was licensed as a respiratory care practitioner in this state from _____
to _____. The license was issued on the basis of:

Written examination given by or on behalf of the agency.
The applicant's score was _____. Requirements for licensure in this state at the
time that this license was issued were _____. Did the National Board for
Respiratory Care administer this test? Yes No

Credentials by the National Board for Respiratory Care. CRT RRT

Other, Please explain _____

Based on the records of this agency, the applicant's license:

Is in good standing, and so far as our records are concerned, the applicant is entitled
to endorsement.

Has been disciplined. Please explain any disciplinary action: _____

Date: _____

Name: _____ Title _____

Licensing Agency _____

Address _____

Telephone Number _____

FORWARD THIS COMPLETED FORM TO THE: North Carolina Respiratory Care Board

(SEAL)

ATTACHMENT 2