SECTION .0400 - CONTINUING EDUCATION REQUIREMENTS FOR LICENSE HOLDERS

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(a) Upon application for license renewal, a licensee shall attest to having completed one or more of the following learning activity options during the preceding renewal cycle and be prepared to submit evidence of completion if requested by the Board:

(1) Completion of a minimum of 12 hours of Category I Continuing Education (CE) activities directly related to the licensee's practice of respiratory care and currently approved by the Board, the American Association for Respiratory Care (AARC) or the Accreditation Council for Continuing Medical Education (ACCME). All courses and programs shall: 1) Contribute to the advancement, extension and enhancement of professional clinical skills and scientific knowledge in the practice of respiratory care; 2) Provide experiences which contain scientific integrity, relevant subject matter and course materials; and 3) Be developed and presented by persons with education and/or experience in the subject matter of the program. At least six contact hours shall be obtained each reporting year from workshops, panel, seminars, lectures, or symposiums that provide for direct interaction between the speakers and the participants. "Category I" Continuing Education may include any one of the following:

(A) Lecture – a discourse given for instruction before an audience or through teleconference;
(B) Panel – a presentation of a number of views by several professionals on a given subject with none of the views considered a final solution;
(C) Workshop – a series of meetings for intensive, hands-on study, or discussion in a specific area of interest;
(D) Seminar – a directed advanced study or discussion in a specific field of interest;
(E) Symposium – a conference of more than a single session organized for the purpose of discussing a specific subject from various viewpoints and by various presenters; and
(F) Distance Education – includes such enduring materials as text, Internet or CD, provided the proponent has included an independently scored test as part of the learning package; Educational programs may be provided by any print medium or presented through the Internet or other electronic medium. The licensee shall submit proof of successful completion of a test administered as part of the nontraditional or alternative educational program. A maximum of six contact hours each reporting year may be obtained from nontraditional or alternative educational programs.

(G) Clinical instruction. Clinical instruction shall mean the education and evaluation of a respiratory therapy student in the clinical setting. A maximum of three contact hours may be given for clinical instruction.

(2) Retake the Certified Respiratory Therapist Examination (CRT) Therapist Multiple-Choice Exam, administered by the National Board for Respiratory Care (NBRC), and achieve a passing score as determined by the NBRC for the CRT credential or take any of the following examinations and achieve a passing score as determined by the sponsor of the examination: the Therapist Multiple-Choice Exam Registry Examination for Advanced Respiratory Therapists (RRT), administered by the NBRC; the Neonatal/Pediatric Respiratory Care Specialty Examination (NPS), administered by the NBRC; the Certification Examination for Entry Level Pulmonary Function Technologists (CPFT), administered by the NBRC; the Registry Examination for Advanced Pulmonary Function Technologist (RPFT), administered by the NBRC; the Sleep Disorders Specialty (SDS) exam, administered by the NBRC; Adult Critical Care Specialty (ACCS) exam, administered by the NBRC; the Registry Examination for Polysomnographic Technologist (RPSGT), administered by the Board of Registered Polysomnographic Technologists (BRPT); or the Asthma Educators Certification Examination (AE-C), administered by the National Asthma Educator Certification Board (NAECB);

(3) Completion of a Respiratory Care refresher course offered through a Respiratory Care Education program accredited by the Commission for the Accreditation of Allied Health Educational Programs;

(4) Completion of a minimum of three semester hours of post-licensure respiratory care academic education leading to a baccalaureate or masters degree in Respiratory Care;

(5) Presentation of a Respiratory Care Research study at a continuing education conference; and
(6) Authoring a published Respiratory Care book or Respiratory Care article published in a medical peer review journal.

(b) The completion of certification or recertification in any of the following: Advanced Cardiac Life Support (ACLS) by the American Heart Association, Pediatric Advanced Life Support (PALS) by the American Heart Association, and Neonatal Resuscitation Program (NRP) by the American Academy of Pediatrics, shall count for a total of five hours of continuing education for each renewal period; but no more than five hours of total credit will be recognized for each renewal period for the completion of any such certification or recertification.

(c) A licensee shall retain supporting documentation to provide proof of completion of the option chosen in Paragraph (a) of this Rule for a period of no less than three years.

(d) A licensee shall maintain a file at his or her practice facility that contains a copy of the RCP license, a copy of a current Basic Cardiac Life Support (BCLS) certification, a copy of advanced life support certifications and a copy of all credentials issued by the National Board for Respiratory Care.

(e) A licensee is subject to random audit for proof of compliance with the Board's requirements for continuing education.

(f) The Board shall inform licensees of their selection for audit upon notice of license renewal or request for reinstatement. Evidence of completion of the requirements of Paragraph (a) of this Rule shall be submitted to the Board no later than 30 days of receipt of the audit notice.

(g) Failure of a licensee to meet the requirements of this Rule shall result in disciplinary action pursuant to G.S. 90-666.

(h) The Board shall charge twenty dollars ($20.00) per approved hour of CE with a maximum of one hundred and fifty dollars ($150.00) per application for providers of continuing education who apply for approval of continuing education programs.

(i) The Board shall grant requests for extensions of the continuing education requirements due to personal circumstances as follows. The Board shall require documentation of the circumstances surrounding the licensee's request for extension.

1. Having served in the regular armed services of the United States at least six months of the 12 months immediately preceding the license renewal date; or
2. Having suffered a serious or disabling illness or physical disability that prevented completion of the required number of continuing education hours during the 12 months immediately preceding the license renewal date.

History Note: Authority G.S. 90-652(2)(13); 90-658; 90-660(b)(9); Temporary Adoption Eff. October 15, 2001; Eff. August 1, 2002; Amended Eff. September 1, 2010; July 1, 2007; April 1, 2004.
Respiratory Care Practitioner Refresher Course

According to the rules of the North Carolina Respiratory Care Board (NCRCB) and in accordance with the NC Respiratory Care Practice Act, individuals who have not held an active license for 5 or more years are required to successfully complete Board approved continuing education and retake and pass the CRT exam administered by the NBRC. In addition, those having an inactive license for a period of 1-4 years are also required to take continuing education. The refresher course outlined in this document does meet the continuing education requirements for individuals who have been out of practice for 5 years or greater and may be utilized for all individuals who have been out of the practice for any period of time. The laboratory portion of the refresher course is only for those individuals applying for a NC RCP license. If you desire licensure in a state other than North Carolina please contact that Board regarding their requirements.

Program Description

This course provides preparation for re-entry into employment into the field of respiratory care as well as satisfies the licensing requirements set forth by the NC Respiratory Care Board. Emphasis in this course is placed on review / evaluation and testing of the procedural skills required for entry-level status by the National Board for Respiratory Care (NBRC). Upon completion, students should be able to successfully complete the appropriate examinations and meet the licensing requirements for employment.

The Respiratory Care Practitioner Refresher Program consists of a NC Respiratory Care Board (NCRCB) approved respiratory review course, a laboratory skill review/evaluation, and NBRC Therapist Multiple-Choice Examination. This course addresses a full range of respiratory concepts including emergency care, intensive care and general care for the adult, neonatal, and pediatric populations.

The review course portion will consist of either of a home-study or onsite comprehensive review program which includes the CRT and RRT review. The laboratory and testing portion must be completed at one of the identified NC community colleges.
Enrollment Sequence

Enrollment at each college depends on their calendar of registration, so contact the college of choice for your registration information. The refresher course consists of 3 phases and each phase must be registered for separately and completed in the following order:

Phase 1: Review Course

You may choose to enroll in either a home-study or onsite RRT/CRT or Therapist Multiple-Choice Examination comprehensive review course approved by the AARC or the NCRCB. Once enrolled in the approved respiratory care review course, you may proceed at your own pace using the set of materials that will be provided to you when you enroll.

Phase 2: Testing

Please register for the NBRC Therapist Multiple-Choice Examination. You must pass this test at the CRT threshold before proceeding to phase three.

You must bring the NBRC Score Report when you register for the next phase. You should also send one copy to the Board office.

Phase 3: Laboratory Review/Evaluation/Testing

The laboratory portion can begin only after phase one and two has been completed. The laboratory portion consists of 20 hours of hands on review and evaluation at one of the listed colleges offering respiratory care. The laboratory review portion of the program is coordinated by the respiratory care programs identified on the next page:

Phase 4: Employer Evaluation Phase

Once employed, please have your supervisor provide your yearly skill evaluation prior to your licensing renewal. This may be completed using the hospitals evaluation documentation format.
### NC Colleges Offering Laboratory Review and Evaluation

<table>
<thead>
<tr>
<th>College</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Catawba Valley Community College</td>
<td>2550 Highway 70 S.E. Hickory, NC 28602</td>
<td>Catherine Bitsche, MA, RRT, RCP Program Director</td>
<td>704-327-7000, Ext. 4391 or 4462</td>
<td><a href="mailto:cbitsche@cvcc.edu">cbitsche@cvcc.edu</a></td>
</tr>
<tr>
<td>Pitt Community College</td>
<td>P.O. Drawer 7007, Hwy. 11 South Greenville, NC 27835-7007</td>
<td>Wendy Ayscue, M.A.Ed., RRT, RCP Program Director</td>
<td>252-493-7378</td>
<td><a href="mailto:wayscue@email.pittcc.edu">wayscue@email.pittcc.edu</a></td>
</tr>
<tr>
<td>Sandhills Community College</td>
<td>2200 Airport Road Pinehurst, NC 28374</td>
<td>William Croft, PhD, RRT-NPS, RCP, FAAIM Program Director</td>
<td>910-695-3836</td>
<td><a href="mailto:croftb@sandhills.edu">croftb@sandhills.edu</a></td>
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The laboratory experience is intended to be for procedural review and evaluation as required by the NCRCB. Individuals must arrange for the laboratory review and evaluation with the assigned RCP program faculty. Depending on the college, extra laboratory time may be allotted for additional practice, but no additional credit will be awarded. There may be extra cost involved, so please check with the college of your choice.

Completion of the phase requires that a total of 30 procedures be successfully completed in the laboratory setting. **Once phase three is complete, please submit the documents for all three phases to the board.**
Information You Need

- **Registration**
  
  - **Phase 1**: (Review Course) You are only required to register with the approved review courses. Please do not contact the RCP program at this point.
  
  - **Phase 2**: (Testing) **Please register for the NBRC Therapist Multiple-Choice Examination.** You must pass this test at the CRT threshold before proceeding to phase three.
    
    - You must bring the NBRC Score Report when you register for the next phase. You should also send one copy to the Board office.
  
  - **Phase 3**: (Laboratory Review and Evaluation) After successfully completing phase one and two, register for **phase 3** at the designated college by contacting the continuing education department at the above identified colleges to register.
    
    - After registering, you should make an appointment with the community college respiratory care faculty to schedule the laboratory review/evaluation. When scheduling the laboratory, you will need to provide a copy of the completed review course certificate or transcript.
  
  - **Phase 4**: (Employer Evaluation Phase) Once employed, please have your supervisor provide your yearly skill evaluation prior to your licensing renewal. This may be completed using the hospitals evaluation documentation format.

- **Enrollment**
  
  - You must register for each phase separately.
  
  - You must complete the program in order: review, test, lab evaluation, and supervisor evaluations upon employment.
  
  - Students may enroll based on the college enrollment schedule. Some may offer it any
time of the year. Fees must be paid to the community college in full at the time of enrollment. Fees will vary depending on the option selected.

- You may proceed at your own pace through the course, but we suggest that you allow time for feedback from your instructor.

**Cost of the Program**

- The total cost of the refresher course cost is dependent on the providers.
  - The approved review course providers determines the cost of the review.
  - The NBRC determines the cost of the examination.

- The cost for the laboratory phase is set by each college.
  - Laboratory review is the most expensive portion of this course since it is a self-supporting. It must be taught by a licensed RCP. Generally most reviews will be on a 1 on 1 basis. However, each college will determine their own faculty to student ratio. Regardless, the cost is based on the 20 hours of review and evaluation.

- Refunds may be given based on the institutional policy.
RCP Refresher Course Checklist

1. ____ Complete Phase 1
   a. _____Successfully pass all modules
   b. _____Receive certificate

2. ____ Complete the NBRC Therapist Multiple-Choice Examination. You must pass this test at the CRT threshold before proceeding to phase three.

3. ____ Register for Phase 3
   a. ____Contact RCP program faculty for an appointment
   b. ____Bring your driver’s license
   c. ____Bring original NBRC Score Report
   d. ____Bring transcript or certificate for the review portion if required
   e. ____Schedule your review and evaluation sessions

4. ____ Complete Phase 3
   a. ____All laboratory evaluations successfully completed
   b. ____Receive CE hours from the continuing education department

5. ____Phase 1-3 Complete
   a. ____Send a copy of the certificate via certified mail to the board office with NBRC Score Report, and the review course certificate

6. ____ Phase 4: Employer Evaluation Phase
   a. Once employed, please have your supervisor provide your yearly skill evaluation prior to licensing renewal.
COURSE NAME: RCP REFRESHER COURSE (Phase Two)

PREREQUISITE: Must be a graduate of a COARC Accredited Respiratory Care Program
Completion of the NC Respiratory Care Board approved review course (Phase One)

This course provides preparation for re-entry into employment into the field of respiratory care as well as satisfies the licensing requirements set forth by the NC Respiratory Care Board. Emphasis in this course is placed on review / evaluation and testing of the procedural skills required for entry-level status by the National Board for Respiratory Care (NBRC). Upon completion, students should be able to successfully complete the appropriate examinations and meet the licensing requirements for employment.

CONTACT HOURS: 20

CLASS LOCATION:

CLASS TIME: Variable

PRIMARY INSTRUCTOR:

ADJUNCT INSTRUCTORS: As assigned

OFFICE:

OFFICE HOURS: Appointment only

PHONE:

REQUIRED TEXTBOOKS:

GRADING SCALE: Pass/Fail

Grading Format: Each procedure must be passed to earn a passing score.

The CRT SAE must meet the required NBRC passing score to earn credit for the entire course.
OUTLINE OF INSTRUCTION:

Course Evaluation:
Students are evaluated and graded on three domain levels: cognitive, psychomotor and affective. Cognitive evaluations are performed through CRT testing to ensure theoretical knowledge. Psychomotor evaluations are performed to assess the skill level of each procedure. Affective evaluations are performed to assess the students behavior related to performing skills in the healthcare setting.

Goals and objectives:

1. The student will successfully explain entry level and advanced level respiratory care competency requirements.

2. The course provides opportunities for the students to review and be evaluated on their knowledge of the respiratory care modalities listed. Specifically, the student should be able to:
   
   a. Pass all required procedures with at least a 90% proficiency.

   b. Pass the NBRC Therapist Multiple-Choice Examination at the CRT threshold.

Course requirements: Students need required textbook, and a notebook for making notes.
# Competency Evaluations

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<thead>
<tr>
<th>*COMPETENCY EVALUATIONS</th>
<th>LAB completed</th>
<th>RCP Signature</th>
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<tbody>
<tr>
<td>Manual Resuscitation</td>
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<td>Patient Assessment</td>
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<td>CXR Interpretation</td>
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<td>Oxygen Cylinder Setup</td>
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<td>Oxygen Administration</td>
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<td>Large Volume Aerosol Therapy</td>
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<td>Small Volume Nebulizer Therapy</td>
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<td>Metered Dose Inhaler</td>
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<td>Chest Physiotherapy</td>
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<td>Incentive Spirometry</td>
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<td>IPPB Therapy</td>
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<td>ABG Puncture</td>
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<td>Nasotracheal Suctioning</td>
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<td>Electrocardiogram</td>
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<td>Intubation</td>
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<th>**COMPETENCY EVALUATIONS</th>
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<tr>
<td>Tracheostomy and Stoma Care</td>
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<td>Tracheostomy Tube Change</td>
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<td>Arterial Line Sampling</td>
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<td>Monitoring Cuff Pressure</td>
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<td>Artificial Airway Stabilization</td>
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<td>Exubation</td>
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<td>Tracheal Tube Suctioning</td>
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<td>Changing a Ventilator Circuit</td>
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<td>CPAP/BIPAP</td>
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<tr>
<td>Basic Spirometry</td>
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Participant Name (printed) ___________________________ SSN XXX-XX- __________

Participant Signature ____________________________________________

Evaluator Name (printed) _______________________________ RCP# __________

Evaluator Signature ___________________________________________