

North Dakota State Board of Respiratory Care Continuing Education Guidelines

Continuing Education Requirement for Licensure:

All licensees must present proof, at the time of annual licensure renewal, of having attended or acquired a minimum of **ten clock-hours** of continuing education approved by the board. Continuing education must be completed in the calendar year prior to the year for which licensure is sought.

Continuing Education Approval Process:

All continuing education programs submitted by licensees must have a provider number assigned. The provider number may be assigned by AARC, AAST, NDSRC, AMA, ALA, AHA, AASM, BRPT, ASET, etc.

If the program has not been given a provider number from one of the above mentioned organizations, the licensee must apply to the NDSBRC for a number. This may be done by going to the Board's web site www.ndsbrc.com and clicking on the Continuing Education Approval link. The licensee will be notified via e-mail as to whether the program is approved (provider number is given) or denied.

A current list of the NDSBRC approved courses with their provider numbers can be found on the Education page of the NDSBRC web site.

Newly licensed individuals who took the certification exam or the registry exams may use the exam(s) for the continuing education requirement if the exam(s) were completed the year prior to the year for which licensure is sought. The provider numbers for the exams can be found on the Education page of the NDSBRC web site. A notarized copy of the exam scores must be submitted to the NDSBRC Office with the renewal application if not already on file.

Continuing Education Defined:

Continuing education considered for approval shall consist of educational programs designed to reinforce and expand the knowledge and technical skills of respiratory therapists and polysomnographers. Participants must maintain a record of attendance for all programs listed on their Licensure Renewal Application. The North Dakota State Board of Respiratory Care reserves the right to perform an audit of those listings. Proof of attendance may include a certificate of attendance issued by the sponsor or a copy of the attendance sheet.

Completion Criteria:

Each approved educational program must:

- Be conducted by qualified professionals.
- Have specific written objectives.
- Have a description of the program content and instructional method used.
- Include the method used to evaluate the participant's knowledge of the objectives covered.

Content Criteria:

The content of the program shall be relevant to the practice of respiratory care or polysomnography. This includes:

- All areas addressed by the RRT®, CRT®, RPFT®, CPFT®, RPSGT®, and AE-C® examination content outlines. (see NBRC.org or BRPT.org for content outlines)
- Emerging technology and its application in the delivery of respiratory care

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Programs not directly covering the application of patient care may be suitable content if the course or program relates to any of the following:

- Education, supervision, and management.
- Health care expenditure management.
- Preventative health care
- Medical legal ethics
- Patient Safety
- Bioterrorism

Programs that are considered mandatory by employers will not be approved for CEU contact hours. Examples include programs covering policies and procedures specific to that facility.

Continuing Education Categories:

Category 1 – Participation in an educational activity directly related to respiratory therapy, pulmonary function technology, or polysomnography which includes any one of the following: lecture, panel, workshop, seminar, symposium, or distance education. **Limit: 10 hours.**

Category 2 – Retake and pass the respective examination for the highest credential held. **Limit: 10 hours.**

Category 3 – Pass a credentialing examination not previously completed. **Limit: 10 hours.**

Submission of Continuing Education:

At the time of licensure renewal, each licensee shall record a minimum of ten clock-hours of continuing education including date of each program, title of each program, and the provider number for each program. The Board conducts a random audit of continuing education each renewal period. Therefore, it is recommended licensees retain completion certificates or signed verification of attendance for their continuing education hours. All renewal applications postmarked after December 31st of the renewal year will be subject to the continuing education audit.