



# ASBRT Renewal Notice 2015

We are pleased to continue to provide the convenience of on-line renewal to our licensees. The on-line renewal application has been designed to be easily navigated and provides simple on-screen instructions to walk you through the process.

## Benefits of On-Line Renewal:

- ⇒ Immediate Renewal Confirmation
- ⇒ Numerous Payment Methods Accepted (e-check, debit card, or credit card)
- ⇒ Official Renewed Wall Certificate Available for Printing by the Licensee (upon successful completion of on-line renewal)

## Items Needed to Begin:

- ⇒ LRT (License) Number
- ⇒ Last Four Digits of SSN
- ⇒ Payment Information
- ⇒ Printer Availability

## Basic Requirements for Renewal

ASBRT Licenses expire on **October 31, 2015**. The license must be renewed prior to this expiration date to continue working in respiratory therapy and to avoid additional fees. To be eligible for renewal, a respiratory therapist must "(a) Hold a valid, active Alabama license; (b) Submit a completed and signed renewal application and required fee(s); and (c) Meet Continuing education requirements." [Rule 798-X-5-.08(d)]. Please see the next page for continuing education requirements.

## Fees and Penalties

The application fee for renewal is \$75.00. If renewal is made after October 31, 2015, it will be classified as a late renewal with a late fee of \$50.00 for a total of \$125.00. "Any license not renewed by the expiration date shall lapse. Any individual who practices with a lapsed license shall be subject to penalties established under Chapter 798-X-7." [Rules 798-X-5-.08(10)]. So, it is very important that your renewal application be made early to avoid late penalties.

## When to Renew

The Board has established August 30, 2015, as the launch date for on-line renewal applications. The license renewal application is located at [www.asbrt.alabama.gov](http://www.asbrt.alabama.gov) for all licensees. You are encouraged to renew early to allow for processing time to update the on-line roster and receive your wallet card.

## On-Line Renewal Application Process

When you go online to renew, the most recent information regarding mailing address, telephone numbers, and e-mail address will be presented. Please review this information for accuracy. If corrections or updates are needed, make sure these changes are part of your renewal application. "The applicant is responsible to supply current mailing address records to the Board." [Rule 798-X-5-.08(8)]. E-mail addresses are important because ASBRT utilizes electronic communications much of the time to reduce costs. In the final analysis, cost savings benefit all licensees, helping to keep the cost of renewal as low as possible. If you lack an e-mail address, we strongly suggest that you check the web site on a regular basis for board updates.

As part of the renewal process you will affirm completion of the continuing education requirements. You will not have to submit documentation of continuing education unless you are audited. A percentage of applications will be selected at random for audit. If you are selected for audit, you will be required to complete a "Continuing Education Report Form" and submit that form with supporting documentation (transcripts and/or certificates) by regular mail or FAX to the ASBRT Office (the on-line renewal program will notify you if selected for audit and provide more detailed instructions). An application selected for audit will not be complete until that information is received. The submitted documentation will be reviewed to make sure that the continuing education report conforms with the rules and regulations. An application selected for audit will take

## Continuing Education Requirements

Most licensees will need 24 hours of continuing education credit accrued during the current licensure period. Individuals whose initial license date fell after November 1, 2013 must "...validate continuing education prorated to the equivalence of one (1) contact hour for each month of the current license period." [Rules 798-X-5-.08(2)]

Rule 798-X-8-.02 defines what types of continuing education are acceptable. Basically, the following types of continuing education are acceptable:

1. American Association for Respiratory Care (AARC) approved traditional (live) courses awarding CRCE credit
2. AARC approved nontraditional (self-study) courses awarding CRCE credit (maximum of 12 hours)
3. ASBRT Provider courses
4. Courses by other approved organizations [see Rule 798-X-8-.02 (5) for a complete listing]
5. College Courses [as per Rule 798-X-8-.02(4)(a)]
6. Successful completion of an NBRC credentialing examination
7. Successful completion of an NBRC advanced specialty examination
8. Advanced life support courses (ACLS, PALS, NRP) (maximum of 12 hours)
9. Preparation and presentation of a lecture approved for continuing education under these Rules

The AARC is a major resource for continuing education. The only self-study courses that are currently being accepted are those that are approved by the AARC. There are currently over 800 self-study courses available that are approved by the AARC. Many of these courses are free and are available on-line. The AARC web site also provides members with the opportunity to search for live continuing education. Instructions for accessing the AARC web site for continuing education information is provided below. Please note that access to this information is only available to AARC Members. If you are not an AARC Member, you may ask an AARC Member to look up the information for you.

Use the Rules in Chapter 798-X-8 to guide you in finding suitable sources for continuing education. It is also important that you collect evidence of continuing education which can include certificates and transcripts. For CRCE credits, the AARC maintains a perpetual transcript for AARC Members. If an AARC Member wishes to document CRCE credit, the member can enter the dates of the licensure period and print out a transcript of all CRCE credit earned during the period. There is no charge for the transcript

### **Continuing Education on the AARC Web Site**

**Obtaining an AARC Transcript** 1. Go to [www.aarc.org](http://www.aarc.org); 2. Click on "Education" in the blue column on the left; 3. Click on the first choice "CRCE Lookup"; 4. Enter your AARC Member number; 5. Click on "View Transcript"; 6. Enter range of dates to cover transcript. For example: 11/01/13 to 10/31/15. With one exception, all continuing education for this renewal period must have been during the licensure period of 11/01/13 to 10/31/15. Print transcript if you need documentation of CRCE credit earned.

**Finding Nontraditional (Self-Study Courses)** Steps 1 to 4: as above 5. Click on "View Courses"; 6. Click on lower "Search" tab; 7. View list, or if you wish to search for particular courses, enter Ctrl "F"; 8. Enter words from course title or sponsor name or course ID number to search for a specific course in the pop-up screen. Strike "Next"; 9. Repeat search as necessary.

**Finding Traditional (Live) Courses** Steps 1 to 5: as above; 6. Click on upper "Search" tab; 7. List range of dates you would be interested in attending live courses and specify a state; 8. Review or print courses available; 9. Usually there is a telephone number to obtain information.

Note: Courses listed have received CRCE approval. Often courses are advertised well in advance of obtaining approval. So, brochures of meetings advertising "CRCE applied for" or words to that effect may not appear on the AARC listing when you do an early search. You can always check back. As you get closer to the meeting dates, the numbers of offerings usually increases.

AARC members should learn to use these internet tools. There is a wealth of continuing education opportunities available on the AARC web site including free webcasts to AARC Members and many other inexpensive courses available.