

Frequently Asked Questions

Application Process:

How long will it take to receive my license?

- Applicants are processed by order of receipt.
- Please allow two (2) weeks processing time for the date that an application is received before a response is given.
- Complete applications may take one (1) to two (2) weeks to be processed and issued. Timing depends on how soon the applicant can complete the application and have all supporting documentation submitted.

How can I apply for a license?

- Applicants can choose to apply online or by mailing in the manual application form.
- There are three common ways of applying, through Credential (CRT or RRT), through Reciprocity (active licenses in other states), or through Temporary licensure (must apply within 30 days of graduation).

How much does licensure cost?

- Initial applicants must pay the \$25 application fee and the licensure fee; \$25 for temporary or \$75 for regular.
- Reinstatement of licensure requires the \$150 reinstatement fee and the \$75 licensing fee.
- Regular Licensures are renewed every October of odd numbered years. The Renewal fee is \$75.

What supporting documentation is needed?

- If applying for Temporary Licensure, please submit proof of completing education. This can be official transcripts, copy of diploma or a letter from the Respiratory Therapy Program Director.
- If applying for Licensure through Credential or Reinstatement, please submit 24 Continuing Education Units (CEUs) received within the past two (2) years. Recent Graduates may use initial education in place of CEUs. Must also submit verification of credential, which many times can be verified through the NBRC website.
- If applying through Reciprocity, please have Official Letters of Licensure Verification sent to the ASBRT from all states in which licensure has been held.

What if I have a Criminal History?

- Those with Criminal History may still apply, criminal history must be reported to the Board by filling out the designated section in the application. Check all that apply and submit a written explanation to the Board as directed.

Can my application be faxed?

- All applications must be mailed or submitted online. Original documents must be received with the fees.

Continuing Education

How many CEU's do I need?

- For initial applications and a full 2-year license renewal, applicants and licensees must have 24 hours of CEUs received within the past two (2) years.
- If your license is not a full two (2) year licensure, the rule of thumb is one (1) CEU for every month of Licensure.
 - Example: A license issued in January, 2008 and expires in October, 2009 is a prorated 20 month licensure and therefore requires 20 CEUs for renewal.

How many CEUs can I get online?

- The Board allows 12 hours of continuing education to be received online
- Online CEUs must be approved through the AARC

Where can I find CEUs other than online?

- Applicants and Licensees can receive 12 CEUs for ACLS or PALS or a combination of the both but not 12 hours each.
- Area hospitals have Continuing Education Programs that are open to employees and non-employees.
- You may also check with the Alabama Society for Respiratory Care for conference and education information. (www.alsrc.org).

Renewal

When can I renew my license?

- Renewals will begin around the beginning of September in odd-numbered years.

How do I renew my license?

- Licenses will be renewed through a mandatory online renewal system.
- A link will be posted to our homepage and licensees are able to click on the link and enter their license number and last four digits of their social security number to sign in.
- The renewal process with prompt licenses to answer questions and move on to the next section. The entire process will take about five (5) to ten (10) minutes.

I was just granted licensure, why do I have to renew so soon?

- The State Law of Alabama requires all licensees to expire on October 31, of odd-numbered years, regardless of issue date.