



NORTH CAROLINA RESPIRATORY CARE BOARD

125 Edinburgh South Drive, Suite 100
Cary, NC 27511

APPLICATION FOR LICENSURE INSTRUCTIONS

The North Carolina Respiratory Care Board welcomes you and has enclosed your Respiratory Care Practitioner Licensing Instructions.

When applying online at: <http://www.ncrcb.org/onlineservices/initialapp.aspx>. You will be completing Sections A-C of the initial application. Sections D-I cannot be completed until you receive these by mail from the Board. These sections include fingerprint card and forms.

FEES: Active License- \$50.00 Application fee plus \$125.00 License fee plus \$38.00 for your finger prints and background (Total \$213.00). These fees will be charged to your card when applying online.

After the application has been submitted you will be sent a notice of all missing documents and a background check packet. The fingerprint card and forms must be returned to the Board office. NO LICENSE will be issued until the NC SBI completes the process and returns a report to the Board office. This process usually takes 2 weeks.

SECTION A - PERSONAL INFORMATION

Fill in all blanks. Attach a recent photo, 2 inches by 2 inches (**Passport Photo Only**). The photo must be in color on glossy film which must be sent with your fingerprint packet.

SECTION B - LICENSE APPLICATION CATEGORY

Check the appropriate box. You should check Initial Licensure if you are a graduate of a CoARC approved Respiratory Care Education Program and credentialed as a CRT and/or RRT by the NBRC. Please note advanced practice endorsements require the NBRC RRT credential plus additional educational requirements.

You should ONLY 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.

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

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. Please note advanced practice endorsements require the NBRC RRT credential plus additional educational requirements.



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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 occur 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 - Public Notice Statement for all Applicants for License or Renewal

Any worker who is defined as an employee by any of the following statutes:

- 1) N.C. Gen. Stat. § 95-25.2(4), administered by the North Carolina Department of Labor;
- 2) N.C. Gen. Stat. §143-762(a)(3), the Employee Fair Classification Act;
- 3) N.C. Gen. Stat. § 96-1(b)(10), the Employment Security Act;
- 4) N.C. Gen. Stat. § 97-2(2), the Workers' Compensation Act; or
- 5) N.C. Gen. Stat. §105-163.1(4) the Withholding; Estimated Income Tax for Individuals;

shall be treated as an employee unless the individual is an independent contractor. Any employee who believes that the employee has been misclassified as an independent contractor by the employee's employer may report the suspected misclassification to the Employee Classification Section within the North Carolina Industrial Commission. Employee misclassification is defined as avoiding tax liabilities



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and other obligations imposed by Chapter 95, 96, 97, 105, or 143 of the North Carolina General Statutes by misclassifying an employee as an independent contractor [N.C. Gen. Stat. § 143-762(5)].

When submitting your application for license or renewal, you are required by law to certify either statement before you can apply or renew. Failure to do so will delay licensing. The statute requires that the Board deny the application as required by N. C. Gen. Stat. § 143-764(a)(5), effective December 31, 2017.

SECTION I - AFFIDAVIT

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

Once the affidavit is signed, the completed application should be mailed to the Board office in a 9 inch by 12-inch envelope provided to you. It is suggested that you send the package by UPS or FedEx to track delivery. The fingerprint card and forms must be returned to the Board office. NO LICENSE will be issued until the NC SBI processes the finger prints and returns a report to the Board office. This background check process takes 2-4 weeks.

Hopefully, these instructions will help you complete your application process in a timely manner.

Regards,

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