



NBRCTM



***CONTINUING
COMPETENCY
Program***

Introduction to the Continuing Competency Program (CCP)

Individuals credentialed by the NBRC have demonstrated a level of excellence in professional achievement indicating their knowledge in respiratory therapy and pulmonary function technology. Enhancing and maintaining that level of knowledge is a key component to one's professional development and career advancement.

The NBRC's Continuing Competency Program has been designed to enhance and/or contribute to the continuing competence of credentialed respiratory therapists and pulmonary function technologists and demonstrate concern for patient safety. Individuals participating in the Continuing Competency Program are required to provide evidence they are continuing to meet current standards of practice and have successfully renewed their national credentials issued by the NBRC. Individuals may confirm they meet active status requirements and renew their annual dues through our website, www.nbrc.org. Through implementation of the Continuing Competency Program, the NBRC further demonstrates its compliance with the accreditation standards of the National Commission for Certifying Agencies (NCCA).

Credentials awarded by the NBRC on or after July 1, 2002 are valid for a period of five years and are subject to the Continuing Competency Program requirements. The recertification period of five years was adopted to coincide with the NBRC's examination development policy to conduct job analyses approximately every five years to update examination content. The five-year period is calculated from the end of the calendar month in which the credential is issued; an exact expiration date is printed on an individual's credentialing certificate.

Participation in the Continuing Competency Program for individuals who were credentialed PRIOR to July 1, 2002 is voluntary and will have no effect on their credentials.

Three Renewal Options Available

It is important to note that the requirement for participation in the Continuing Competency Program does not automatically mean “retesting.” Retesting is one of three options for satisfying the Continuing Competency Program requirements.

Option 1 – Provide proof of completion of a minimum of 30 hours of Category I Continuing Education (CE) acceptable to the NBRC. Category I Continuing Education is defined as participation in an educational activity directly related to respiratory therapy or pulmonary function technology, which includes 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 discussing a specific subject from various viewpoints and by various presenters.
- 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.

The NBRC intends for the completion of continuing education credit to coordinate with the requirements of state licensure agencies. Individuals can use the same continuing education hours to satisfy state requirements as well as NBRC Continuing Competency Program requirements. Individuals may also use AARC-CRCE credit to fulfill the NBRC Continuing Competency Program requirements.

Option 2 – Retake and pass the respective examination for the highest credential held that is subject to the CCP. Individuals may retake the examination anytime during the five-year period. The new five-year credential period will begin on

the date of successfully passing the examination. Individuals holding multiple NBRC credentials, who elect to renew their credentials through the examination option, must do so by successfully completing the examination for the highest-level credential held that is subject to the CCP.

Option 3 – Pass an NBRC credentialing examination not previously completed. Passing an NBRC credentialing examination not previously completed automatically extends the renewal period of all of the other credentials held by the certificant for an additional five years, calculated from the date of the successful examination. Therefore, all credentials held by an individual will expire on the same date, allowing future recertification for all credentials held to occur simultaneously.

The Continuing Competency Program is not retroactive; therefore, **this program does not affect credentials achieved before July 1, 2002.** For example, individuals who hold NBRC credentials completed before July 1, 2002, and then who pass an NBRC credentialing examination not previously completed after the effective date of the Continuing Competency Program, are required to participate in the Continuing Competency Program only for the credential achieved on or after July 1, 2002. However, individuals may elect to voluntarily participate for all other credentials held.

Continuing Education **Documentation**

Practitioners completing the Continuing Competency Program requirement by Continuing Education (CE) are required to submit the Continuing Competency Program information online prior to their credential expiration date. Individuals may complete the application process and pay fees online at www.nbrc.org. Failure to comply by the deadline may result in the expiration of an individual's credential.

Contact hours may be obtained from accredited providers on continuing education in respiratory care approved by the American Association for Respiratory Care (AARC). All AARC-approved

providers and those accepted by state agencies regulating the respiratory care profession will be accepted by the NBRC.

Individuals who meet the requirements will receive confirmation of their recertification through receipt of a new certificate and wallet card issued on the last day of the month after the month recertification is due. Certificants whose information is incomplete will receive instructions for correcting the deficiencies and completing the recertification process. Specific CE subject matter requirements for each credential held, or for multiple credentials held, are listed in the following table.

Credential(s) Held	Composition of CEUs Required
CRT only	30 hours general respiratory care subjects
RRT (including CRT)	30 hours general respiratory care subjects
CPFT only	30 hours pulmonary function or pulmonary diagnostic technology subjects
RPFT (including CPFT)	30 hours pulmonary function or pulmonary diagnostic technology subjects
CRT-NPS or RRT-NPS	15 hours general respiratory care subjects and 15 hours neonatal/pediatric subjects
CRT-SDS or RRT-SDS	15 hours general respiratory care subjects and 15 hours sleep disorders testing and therapeutic intervention subjects
RRT-ACCS	15 hours general respiratory care subjects and 15 hours adult critical care subjects
CRT or RRT and CPFT or RPFT	15 hours general respiratory care subjects and 15 hours pulmonary function or pulmonary diagnostic technology subjects
CRT-NPS or RRT-NPS and CPFT or RPFT	10 hours general respiratory care subjects, 10 hours neonatal/pediatric subjects, and 10 hours pulmonary function or pulmonary diagnostic technology subjects

CRT-SDS or RRT-SDS and CPFT or RPFT

10 hours general respiratory care subjects,
10 hours sleep disorders testing and therapeutic
intervention subjects, and
10 hours pulmonary function or pulmonary
diagnostic technology subjects

RRT-ACCS and CPFT or RPFT

10 hours general respiratory care subjects,
10 hours adult critical care subjects, and
10 hours pulmonary function or pulmonary
diagnostic technology subjects

CRT-NPS or RRT-NPS and CRT-SDS or RRT-SDS

10 hours general respiratory care subjects,
10 hours neonatal/pediatric subjects, and
10 hours sleep disorders testing and therapeutic
intervention subjects

RRT-NPS and RRT-ACCS

10 hours general respiratory care subjects,
10 hours neonatal/pediatric subjects, and
10 hours adult critical care subjects

RRT-SDS and RRT-ACCS

10 hours general respiratory care subjects,
10 hours sleep disorders testing and therapeutic
intervention subjects, and
10 hours adult critical care subjects

RRT-NPS and RRT-ACCS and CPFT or RPFT

15 hours general respiratory care subjects,
5 hours neonatal/pediatric subjects,
5 hours adult critical care subjects, and
5 hours pulmonary function or pulmonary
diagnostic technology subjects

RRT-SDS and RRT-ACCS and CPFT or RPFT

15 hours general respiratory care subjects,
5 hours sleep disorders testing and
therapeutic intervention subjects,
5 hours adult critical care subjects, and
5 hours pulmonary function or pulmonary
diagnostic technology subjects

**CRT-NPS or RRT-NPS and CRT-SDS or RRT-SDS and
CPFT or RPFT**

15 hours general respiratory care subjects,
5 hours neonatal/pediatric subjects,
5 hours sleep disorders testing and therapeutic
intervention subjects, and
5 hours pulmonary function or pulmonary
diagnostic technology subjects

RRT-NPS and RRT-SDS and RRT-ACCS

15 hours general respiratory care subjects,
 5 hours neonatal/pediatric subjects,
 5 hours sleep disorders testing and therapeutic
 intervention subjects, and
 5 hours adult critical care subjects

RRT-NPS and RRT-SDS and RRT-ACCS and CPFT or RPFT

10 hours general respiratory care subjects,
 5 hours neonatal/pediatric subjects,
 5 hours sleep disorders testing and therapeutic
 intervention subjects,
 5 hours adult critical care subjects, and
 5 hours pulmonary function or pulmonary
 diagnostic technology subjects

***Program* Fees**

Individuals who renew their credential(s) by taking the examination for the highest level credential held or taking another NBRC credentialing examination not previously completed (Options 2 and 3) will NOT be required to submit Continuing Competency Program compliance information and need only pay the examination fee. The examination application and fee serve as the required documentation for credential renewal.

Only individuals who renew their credential(s) through the CE route (Option 1) will be required to submit complete Continuing Competency Program information online, the required documentation as needed and fee. **However, no fee will be required if the individual has maintained active status with the NBRC in each of the four consecutive years following their initial credentialing and one-year “exempt” period.** The Continuing Competency Program fees for the CE route are listed in the following table.

Status	Description	Fee
Active	Individuals who renew their active status in each year of the five-year credential term	\$0

Inactive	Individuals who do NOT renew their active status in each year of the five-year credential term	\$25 per inactive renewal period during 5 years of the credential term
Lapsed	Individuals who fail to apply for the program or who fail the examination and do not complete one of the other options for renewal	\$150, plus current examination fee

Notification Procedures

The NBRC will provide general information about the Continuing Competency Program to credentialed practitioners each year through the annual renewal process.

- One year before the expiration date of the individual's credential, a reminder notice will be sent directly to the individual at the last known address, including information on documenting requirements for the CE option of the Continuing Competency Program.
- Six months before the expiration date, a follow-up notice will be sent.
- Another reminder notice will be sent 90 days before the expiration date.
- A final reminder notice will be sent 30 days before the expiration date.

The NBRC will consider individual requests for extensions of the recertification period due to personal emergencies and other extenuating circumstances on a case-by-case basis.

If a person attempts an examination but receives a failing score, the individual may attempt the examination as many times as desired, provided the individual's credentials have not expired. Examinations must be scheduled and completed by the deadline to comply with the program. The individual may also elect to satisfy the Continuing Competency Program requirements by completing any of the other options (CE, another examination not previously taken) as long as this is accomplished before the credential expires.

Individuals who fail the examination and do not complete one of the other renewal options will have two years following the expiration of their credential to reapply for testing. Individuals successfully completing the examination will have their credential reinstated without being required to meet the then-current admission requirements.

Verification of Compliance

The NBRC will audit a random sample of Continuing Competency Program compliance documentation and will confirm the validity of all submitted information with the appropriate parties. Cases in which it appears false information may have been provided will be referred to the NBRC's Judicial and Ethics Committee for investigation and possible disciplinary action according to the committee's Operating Policies and Procedures.

What to do if your credential expires:

- If you are within 6 months of credential expiration, you have the option of entering your CEUs online and paying a \$250 reinstatement fee. **Please note:** this is a completely online process and CEUs must have been earned during the 5-year credential term.
- If the grace period option is not utilized, you have two years following expiration to apply for testing and to reinstate your credential. You will be required to pay the new application fee and a \$150 expired credential fee. If you successfully complete the examination, your credential will be reinstated without having to meet the then-current admission requirements. However, if two years lapse and you have not successfully passed the examination, you are required to apply as a new applicant and meet all admission policies in effect at that time. **Please note:** if you have more than one expired credential, you must apply for and pass all examinations to reinstate all expired credentials.

Why Do I Need to Comply?

In order to maintain each credential you have earned subject to the CCP, you must follow one of the three methods for compliance. Once credentials expire, they can no longer be used because they are federally registered trademarks that are reserved for the use by those individuals who successfully complete the examination(s) and participate in the mandatory Continuing Competency Program. This means that any use of this credential designation, whether using it to sign a patient chart or medical document, applying for a state license as an individual holding the credential, or seeking employment as a therapist with the credential, violates the NBRC's Judicial and Ethics Policies and can result in disciplinary action by the Board.

The status of your credential may also affect your state-issued license to practice respiratory care. Many states require that you hold an active credential in order to maintain your license. By allowing your credential(s) to expire, you may be putting your license to practice and your livelihood at risk. If you believe your credential is at risk for expiration, you are encouraged to check with your state licensure agency to confirm the requirements of maintaining your license. A directory of all state licensure agencies can be found on our website.

Contact the NBRC

If you have questions about the Continuing Competency Program, please contact the NBRC Executive Office:

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