



# ASBRT Renewal Notice 2019

## **Basic Requirements for Renewal**

Licenses in Respiratory Therapy (LRT) expire on **October 31, 2019**. 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 LRT; (b) Submit a completed and signed renewal application and required fee(s); and (c) Meet Continuing Education (CE) requirements." [Rule 798-X-5-.08(6)]. Please see the next page for CE requirements.

## **Fees and Penalties**

The renewal application fee is \$100.00 for a two year LRT. If renewal is made after October 31, 2019, it will be classified as a late renewal with a required late fee of \$75.00 for a total of \$175.00. So, it is very important that your renewal application be made early to avoid late penalties. Further, "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." [Rule 798-X-5-.08(10)].

## **When to Renew**

The license renewal application is available now at [www.asbrt.alabama.gov](http://www.asbrt.alabama.gov) for all LRT's. Although you have until October 31, 2019 to renew on-time without late penalty, you are strongly encouraged to renew right away to allow processing time to receive your wallet card in the mail and complete audit requirements if you are selected for random CE audit (please see next page for CE audit requirements).

LRT's can renew late with additional late fee from November 1, 2019 through December 30, 2019. After December 30, 2019, LRT's cannot renew and would have to apply for reinstatement including a \$200 Reinstatement Fee; 24 hours of approved CE, etc.

## **Online Renewal Application Process**

**Items Needed:** When you go to [www.asbrt.alabama.gov](http://www.asbrt.alabama.gov) to renew, you will need the following information: last name; last four digits of your Social Security Number; current contact information including e-mail address; payment information (debit or credit card: Visa, MasterCard, or Discover accepted); and printer availability (to print your receipt and renewed license certificate).

**Address Updates/Name Changes:** Name changes and address changes are required to be reported to ASBRT within 30 days of the change. It is also important that the most recent information regarding mailing address, telephone numbers, employer(s), and e-mail address are reviewed and updated as part of your renewal application. Contact information can be updated without additional charge through the online application. If you have a name change to report, you will be required to complete a Change of Information Form located at [www.asbrt.alabama.gov](http://www.asbrt.alabama.gov) (under the "Forms" tab). This required form with proof of legal name change (copy of marriage license, divorce decree, or court document) with the required \$25 Change of Information Fee (check or money order made payable to ASBRT) be mailed to the ASBRT office. Name changes should be made prior to completing your on-line renewal.

**Continuing Education (CE):** As part of the renewal process you will be required to affirm completion of the CE requirements. Make sure you know you have already obtained the required CE for renewal prior to attesting you have met all of these requirements. You will not have to submit documentation of CE unless you are audited. A percentage of renewal applications are randomly audited by the online provider of the renewal application. Make sure you check your online notices and renewal receipt for any notification of CE audit. If you are not able to print your renewed LRT certificate from the renewal application, this is typically due to being selected for audit. Please see the next page for CE requirements.

**Renewal Verification:** Upon completion of your renewal application, you will be able to print your receipt and your renewed LRT certificate. It is imperative that you print both of these items prior to exiting the online renewal program. These two documents will serve as proof of your completed LRT renewal. In addition, ASBRT provides a live online license roster that will reflect your updated expiration date in real time. ASBRT's online license roster is considered primary source verification and is suitable for employers to check for license renewals (due to the privacy act the ASBRT office will only speak to the licensee regarding the status of license renewal or CE audits). ASBRT will order your renewed wallet card upon your successful completion of the online renewal application. Please allow four weeks to receive your wallet card in the mail. LRT's are encouraged to renew at their first opportunity to ensure adequate processing time to receive their renewed wallet cards.

**Online Renewal Tips:** It is recommended that you use a computer rather than a mobile device to renew online. Also, a color printer is recommended. If you experience any technical difficulties with the online renewal program including on-line payment, please contact [igovsolutions@alliance@igovsolution.net](mailto:igovsolutions@alliance@igovsolution.net).

## 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, 2017 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. CoARC Clinical Preceptor Units (Serving as a Preceptor in a RT Program in Alabama) (limited to 4 hours)
4. Courses provided by the below organizations in accordance with 798-X-8-.02(5)

American Medical Association under Physician Category I	American College of Chest Physicians
American Thoracic Society	American Society of Anesthesiologists
American Assn of Cardiovascular and Pulmonary Rehab.	American Academy of Pediatrics
American Heart Association	American College of Emergency Physicians
American Lung Association	American College of Physicians
American Hospital Association	Alabama Hospital
American Nurses Association	Respiratory Therapy Programs approved by CoARC
5. College Courses meeting criteria of 798-X-8-.02(4)(a) (One academic semester hour =15 hours; one academic quarter hour = 10 hours)
6. NBRC CRT/RRT Recredentialing and NBRC Advanced Specialty (NPS, RPFT) (limited to 5 hours)
7. Advanced Life Support Courses (ACLS, PALS, or NRP, Initial or retraining session, provider or instructor level) (limited to 4 hours)
8. CE Lecture Preparation and Presentation (4 hours for first presentation for each CE hour)

### What to Do If You are Audited

CE audits are randomly selected by the online renewal application provider. Should you be notified during the course of your license renewal that you have been selected for CE Audit, your renewal cannot be processed until the required proof of CE is received in the ASBRT office. Please follow the below steps if audited.

1. Read the "Instructions for Completing Continuing Education Report" available at [www.asbrt.alabama.gov](http://www.asbrt.alabama.gov) under the "Forms" tab;
2. Submit a completed "Continuing Education Report Form" available at [www.asbrt.alabama.gov](http://www.asbrt.alabama.gov) under the "Forms" tab. This form must be completed and signed by the licensee and all supporting documents for CE must be attached. This form should be mailed to the below address:

ASBRT

P.O. Box 241386

Montgomery, AL 36124-1386

3. Please allow ten days for your audit to be processed. You will be contacted by ASBRT if there are any deficiencies or questions regarding your CE Audit. Your license will be renewed upon approval of your CE Audit and you will be mailed a renewed LRT certificate. Your renewed license will be reflected on ASBRT's live online roster immediately upon your CE Audit approval.
4. If after reviewing the CE Reporting Form with Instructions and the Chapter on CE under the "Rules" tab at [www.asbrt.alabama.gov](http://www.asbrt.alabama.gov), you have any follow up questions, please contact the ASBRT office at [asbrt@leadership-alliance.org](mailto:asbrt@leadership-alliance.org).