



Alabama State Board of Respiratory Therapy

P. O. Box 241386, Montgomery, AL 36124-1386

Phone: 334-396-2332 Fax: 334-396-2384

Web Site: www.asbrt.alabama.gov

Continuing Education Providers Guidelines

The Alabama State Board of Respiratory Therapy may approve providers of respiratory therapy continuing education.

Hospitals, other healthcare facilities, or professional organizations, who chose to apply, may be granted provider status by the Board. Provider status may be active for the initial licensure period as designated in other sections of these rules with April 30, 2008 as the initial expiration date and may be renewed upon expiration. Failure to provide respiratory therapy educational programs as specified by the Board or described in these rules and regulations may be a basis for withdrawal of provider status at any time.

The Board approved provider is accountable for:

- (a) Demonstrating capability to meet and adhere to Board established standards to assure the provision of quality continuing education activities for respiratory therapists, and
- (b) The veracity and accuracy of continuing education provided, and
- (c) Compliance with the standards set forth in these guidelines.

Approved providers shall send notice of continuing education offerings to the Board at least 7 days in advance of the offering to include: topic, instructor, instructor credentials, date, time, and location of activity.

Approved providers shall submit records of contact hours awarded to respiratory therapists to the Board in a format and method specified by the Board or Board designee within 30 days of completion of the program. Providers shall maintain records documenting educational programs and rosters of licensed respiratory therapists who attended their programs. Such documentation shall be retained for three (3) years and made available to the Board upon request.

The provider shall have a designated education coordinator or program director and shall have accessible and available educational facilities, human resources, instructional aids, and equipment for the planners, instructor(s) and learners consistent with the education content, format, teaching methodology, and behavioral objectives of each course. The instructor(s) shall possess qualifications appropriate to the content of the activity.



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To obtain initial Board approval as a continuing education provider, the prospective provider shall submit a completed application.

- (a) Upon approval the Board Executive Director shall assign a permanent nontransferable provider number.
- (b) The provider number shall be used to identify all communications, course announcements, records, and reports.
- (c) Initial approval shall be valid as described in Chapter 798-X-8-.03 (1) of the rules and regulations, provided standards for approval are met and maintained.

Continuing education offered by providers shall be open to other respiratory therapists licensed in Alabama on a space available basis. Attendees may be charged a fee.

All educational offerings designated for continuing education credit by providers under these regulations shall be subject to monitoring by the Board. Refusal to grant access to a designated monitor from the Board shall be grounds for withdrawal of provider status.

Renewal of a provider:

- (a) Requires an application for renewal shall be submitted in accordance with a schedule established by the Board or Board designee.
- (b) Shall extend for a maximum of four years, provided standards for approval are maintained.

A provider number shall be retired:

- (a) Upon request of an authorized entity, or
- (b) Upon failure of an authorized entity to request continued approval, or
- (c) When the Board or Board designee denies or withdraws approval, or
- (d) When there is a change in ownership.

A previously approved provider who has requested retirement of a provider number, or has had a number retired for any reason, may request reinstatement of the provider number.



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Reinstatement may be denied for failure of the applicant to satisfactorily demonstrate capability of meeting continuing education standards and criteria for providers.

The Board of Board designee may deny or withdraw approval of any provider of continuing education activity.

Appropriate subject matter for continuing education shall include:

- (i) Respiratory Therapy science and practice;
- (ii) Respiratory therapy education;
- (iii) Research in respiratory therapy and healthcare;
- (iv) Management, administration, and supervision in health care delivery;
- (v) Social, economic, political, and/or legal aspects of health care;
- (vi) Healthcare and consumer education;
- (vii) Courses which a respiratory therapist documents as improving job competence that are not specified on the above listed and are determined to be appropriate by the Board.

Units of measure for continuing education shall be:

- (a) 1 contact hour = 50 minutes
- (b) 0.5 contact hour = 25 minutes
- (c) 15 contact hours = 1 academic semester credit hour
- (d) 10 contact hours = 1 academic quarter credit hour

For additional information please contact the Executive Director for the Alabama State Board of Respiratory Therapy.