

## Frequently Asked Questions:

### How long will it take to receive my license?

Please allow two (2) weeks processing time from the date that an application is received before you hear a response.

### How Many CEUs do I need?

Except for recent graduates, an applicant must have 24 ceus that were received within two (2) years before application.

### What fees do I pay?

Each application requires the \$25 application fee, with the required licensure fee depending on level; \$25 licensing fee for temporary, and \$75 for regular licensure.

### I have a temporary license, do I have to pay the application fee when I move up to a regular licensure?

Yes, because you are applying for a two (2) year license instead of reapplying for a six (6) month license, you will need to pay the application fee.

### What if I have a criminal history?

You can still apply, honesty is the best policy. There is a section on the application devoted to criminal history, please check what applies and submit a written explanation as the application directs.

### Can my application be faxed?

All applications must be mailed or submitted online. We must receive the original document and fees.

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## Guide to Licensure for Respiratory Therapists

**A step by step guide through  
the application process and  
expectations**

### Mission

The Legislature finds and declares that the practice of respiratory therapy in Alabama affects the public health, safety and welfare of citizens of Alabama. It, therefore, should be subject to regulation and control, in the public interest to protect the citizenry against the unauthorized, unqualified, and improper administration of respiratory therapy and from unprofessional or unethical conduct by persons licensed to practice respiratory therapy.

(Chapter 27B § 34-27B-1.)

"Guide to Licensure" is an official publication of the Alabama State Board of Respiratory Therapy. This publication is intended for a wide audience to alert licensees to matters of possible procedural, legal, legislative, and regulatory interest. It should not be relied upon, nor is it intended to provide legal, insurance, or accounting advice. Licensees should consult their lawyers, insurance agents, and accountants before taking any action in response to this publication, as the opinions expressed herein may be completely altered by the licensees' actual facts.

**Provided by ASBRT**

# Licensure Facts:

There are two levels of licensure; temporary and regular. Temporary Licensure is a six (6) month license for recent graduates only, in order to allow them time in the field, under supervision, while they focus on taking and passing the national exam given by the NBRC.

Regular licensure grants respiratory therapists who meet the specified requirements to work in the field of Respiratory Therapy without direct supervision. The most common ways of applying for regular licensure is through credentials or reciprocity.

## The Basics

- Whether seeking temporary or regular licensure, all must apply using the manual application or by applying online through our website,



[www.asbrt.alabama.gov](http://www.asbrt.alabama.gov)

- Each application must be filled out completely and submitted with the required fees in order to be reviewed. **Incomplete information is a major cause for delay in processing time.** Online applications help control such delays.
- A checklist of required fees and additional information can be found on our web site under forms.
- All approved licensees can be found under our web site rosters.

**Here is a Breakdown of the most common licensure application processes and what to know and submit for each.**

## Temporary Licensure.

This licensure must be applied for within 30 days of graduation.

- Required fees: \$25 application fee and \$25 licensing fee.
- Complete paper application or apply online.
- Proof of graduation: This can be by a copy of diploma, official transcripts or a letter verifying education completion from Program Director.
- Temp Licenses can be renewed one time for an additional six (6) months. This requires submitting a paper application and a \$25 renewal fee.

## Licensure by Credentials

Licensure through credentials requires the applicant to have passed the CRT examination. It does not require continuous membership in the NBRC.

- Submit a complete application or apply online.
- Required fees: \$25 application fee and \$75 licensure fee.
- Proof of passing national exam: This can be an official letter of verification, a copy of your score sheet, or verified through the NBRC web site roster.
- 24 CEUs received within the past two (2) years of application. Please see Rules and Regulations Chapter 798-X-8 for guidelines or the CEU bro-

chure.

- Submit the CE Report found on our website, under forms, with copies of CEU certificates or transcripts.
- Recent graduates can use education received as CEU requirements for initial licensure.

## License through Reciprocity:

This is for applicants holding Respiratory Therapy Licenses in other states.

- Submit a complete application or apply online.
- Required fees: \$25 application fee and \$75 licensure fee.
- Letters of Licensure Verification from each state licensure is active or inactive.



## Common Mistakes

Here are common causes of delay in processing applications:

- Incomplete application—applicants overlook date of birth, place of birth, employer address and phone number for current and past employment.
- Notarization—(for paper applications) many times an application is deficient because of incorrect notarization. The date the applicant signs must be the same date of notarization.