
Rules of Department of Economic Development

Division 255—Missouri Board for Respiratory Care Chapter 2—Licensure Requirements

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 255—Missouri Board for
Respiratory Care
Chapter 2—Licensure Requirements**

4 CSR 255-2.010 Application for Licensure

PURPOSE: This rule outlines the procedure for application for licensure as a respiratory care practitioner.

(1) Application for licensure shall be submitted on the forms provided by the board and may be obtained by writing the board at 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102 or by calling (573) 522-5864. The TDD number is (800) 735-2966.

(2) An application is not considered officially filed with the board until it has been determined by the board or division staff to be complete and the application is submitted on the form provided by the board, typewritten or printed in black ink, signed, notarized and accompanied by application fee pursuant to rules promulgated by the board, a full set of fingerprints with the appropriate fee as defined by the rules promulgated by the board and any other applicable forms. All information should be received by the board within ninety (90) days of the date of the application.

(3) The applicant shall request that the National Board for Respiratory Care (NBRC) or its successor organization(s) send a letter directly to the board verifying the applicant's credentials. The applicant is responsible for the payment of any fees required by the NBRC for the issuance of a verification letter.

(4) The applicant shall request that each state, United States Territory, province, or country regulatory entity in which a license, certificate, registration or permit as a respiratory care practitioner, respiratory therapist, respiratory therapy technician or similar title is held or has ever been held to submit verification of licensure, certification, registration or permit directly to the board. The verification shall include the license, registration, certification or permit issued, the number, status, issue and expiration dates, information regarding any disciplinary action, method of licensure, registration or certification, the name and title of person verifying information with date and board seal.

(5) The applicant shall submit a full set of fingerprints with the appropriate fee pursuant to rules promulgated by the board unless the applicant previously submitted fingerprints

for a temporary or educational permit issued by the board.

(A) For the purpose of this rule, fingerprints shall be obtained from a law enforcement agency or may be obtained from the Missouri Board for Respiratory Care. Applicants desiring fingerprinting by the board shall contact the board at least twenty-four (24) hours in advance to schedule an appointment during normal business hours.

(6) Following review by the board, the applicant shall be informed in writing of the decision regarding the application for licensure. Applicants that are approved for licensure will receive one (1) license certificate. Duplicate licenses may be provided upon payment of the appropriate fee pursuant to rules promulgated by the board.

(7) No application for licensure will remain valid if the applicant fails to complete the licensure process as outlined in this rule within six (6) months of receipt of the application by the board. Any failure of the applicant to complete the licensure process will result in a forfeiture of all fees paid to the board.

AUTHORITY: sections 334.800, 334.840.2 and 334.850(2), (4), (6), RSMo 2000 and 334.870, RSMo Supp. 2001. Emergency rule filed June 25, 1998, effective July 6, 1998, expired Feb. 25, 1999. Original rule filed June 25, 1998, effective Jan. 30, 1999. Amended: Filed Nov. 15, 2001, effective June 30, 2002. Amended: Filed June 28, 2002, effective Jan. 30, 2003.*

**Original authority: 334.800, RSMo 1996, amended 1999; 334.840, RSMo 1996; 334.850, RSMo 1996, amended 1999; and 334.870, RSMo 1996, amended 2001.*

4 CSR 255-2.020 Application for Temporary Permit

PURPOSE: This rule outlines the procedure for application for a temporary permit.

(1) Application for a temporary permit shall be submitted on the forms provided by the board and may be obtained by writing the board at 3605 Missouri Boulevard, P.O. Box 1335, Jefferson City, MO 65102 or by calling (573) 522-5864. The TDD number is (800) 735-2966.

(2) An application for a temporary permit is not considered officially filed with the board until it has been determined by the board or division staff to be complete and the application is submitted on the form provided by the board, typewritten or printed in black ink,

signed, notarized and accompanied by the application fee for temporary permit and a full set of fingerprints with the appropriate fee. All information should be received by the board within ninety (90) days of application.

(3) The applicant shall request and obtain on forms provided by the board verified—

(A) Evidence of being a veteran of the United States military services with at least six (6) months respiratory care experience during the previous eighteen (18) months as a member of the military; or

(B) Evidence of licensure as a respiratory care practitioner under the laws of another state, the District of Columbia or a territory of the United States and evidence that an application for licensure as a respiratory care practitioner in this state has been submitted to the board; or

(C) Evidence of graduation from a nationally accredited respiratory care educational program.

(4) The applicant shall request that each state, United States territory, province, or country regulatory entity in which a license, certificate, registration or permit as a respiratory care practitioner, respiratory therapist, respiratory therapy technician or similar title is held or has ever been held to submit verification of licensure, certification, registration or permit directly to the board. The verification shall include the license, registration, certification or permit issued, the number, status, issue and expiration dates, information regarding any disciplinary action, method of licensure, registration or certification, the name and title of person verifying information with date and board seal.

(5) The applicant shall submit a full set of fingerprints on the form provided by the board with the appropriate fee pursuant to rules promulgated by the board.

(A) For the purpose of this rule, fingerprints shall be obtained from a law enforcement agency or may be obtained from the Missouri Board for Respiratory Care. Applicants desiring fingerprinting by the board shall contact the board at least twenty-four (24) hours in advance to schedule an appointment during normal business hours.

(6) The applicant shall submit registration of supervision on forms provided by the board.

(7) Following review by the board, the applicant shall be informed in writing of the decision regarding the application for permit. Applicants that are approved will receive one



(1) permit. Duplicate permits may be provided upon payment of the appropriate fee pursuant to rules promulgated by the board.

(8) The permit holder must notify the board of any change in supervision within fifteen (15) days of the change.

(9) No application for temporary permit will remain valid if the applicant fails to complete the licensure process as outlined in this rule within six (6) months of receipt of the application by the board. Any failure of the applicant to complete the licensure process will result in a forfeiture of all fees paid to the board.

AUTHORITY: sections 334.800, 334.840.2 and 334.850 RSMo 2000 and 334.890.2 and 3, RSMo Supp. 2001. Emergency rule filed June 25, 1998, effective July 6, 1998, expired Feb. 25, 1999. Original rule filed June 25, 1998, effective Jan. 30, 1999. Amended: Filed Jan. 31, 2001, effective Aug. 30, 2001. Amended: Filed Nov. 15, 2001, effective June 30, 2002.*

**Original authority: 334.800, RSMo 1996, amended 1999; 334.840, RSMo 1996; 334.850, RSMo 1996, amended 1999; and 334.890, RSMo 1996, amended 1999, 2001.*

4 CSR 255-2.030 Application for an Educational Permit

PURPOSE: This rule outlines the procedure for application for an educational permit.

(1) A student enrolled in an accredited respiratory care educational program who seeks to provide respiratory care services outside the educational program must apply to the board for an educational permit. Application for an educational permit shall be submitted on the forms provided by the board and may be obtained by writing the board at 3605 Missouri Boulevard, PO Box 1335, Jefferson City, MO 65102 or by calling (573) 522-5864. The TDD number is (800) 735-2966.

(2) An application for an educational permit is not considered officially filed with the board until it has been determined by the board or division staff to be complete and the application is submitted on the form provided by the board, typewritten or printed in black ink, signed, notarized, accompanied by the application fee for an educational permit and a full set of fingerprints with the appropriate fee.

(3) The applicant shall request and obtain on forms provided by the board verification of

enrollment in a respiratory care educational program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), or programs supported by the Joint Review Committee for Respiratory Therapy Education (JRCRTE) or their successor organizations. Verification of enrollment shall be submitted directly from the educational program or school.

(4) The applicant shall request that each state, United States territory, province, or country regulatory entity in which a license, certificate, registration or permit as a respiratory care practitioner, respiratory therapist, respiratory therapy technician or similar title is held or has ever been held to submit verification of licensure, certification, registration or permit directly to the board. The verification shall include the license, registration, certification or permit issued, the number, status, issue and expiration dates, information regarding any disciplinary action, method of licensure, registration or certification, the name and title of person verifying information with date and board seal.

(5) The applicant shall submit a full set of fingerprints on the form provided by the board and the appropriate fee pursuant to rules promulgated by the board.

(A) For the purpose of this rule, fingerprints shall be obtained from a law enforcement agency or may be obtained from the Missouri Board for Respiratory Care. Applicants desiring fingerprinting by the board shall contact the board at least twenty-four (24) hours in advance to schedule an appointment during normal business hours.

(6) The applicant shall submit registration of supervision on forms provided by the board when the applicant provides respiratory care services outside the respiratory care educational program.

(7) Following review by the board, the applicant shall be informed in writing of the decision regarding the application for licensure. Applicants that are approved will receive one (1) permit. Duplicate permits may be provided upon payment of the appropriate fee pursuant to rules promulgated by the board.

(8) The permit holder must notify the board of any change in supervision within fifteen (15) days of the change.

(9) No application for an educational permit will remain valid if the applicant fails to complete the licensure process as outlined in this rule within six (6) months of receipt of the application by the board. Any failure of the

applicant to complete the licensure process will result in a forfeiture of all fees paid to the board.

AUTHORITY: sections 334.800, 334.840.2, 334.850, RSMo 2000 and 334.890.1 and 334.890.3, RSMo Supp. 2001. Emergency rule filed June 25, 1998, effective July 6, 1998, expired Feb. 25, 1999. Original rule filed June 25, 1998, effective Jan. 30, 1999. Amended: Filed Jan. 31, 2001, effective Aug. 30, 2001. Amended: Filed Nov. 15, 2001, effective June 30, 2002.*

**Original authority: 334.800, RSMo 1996, amended 1999; 334.840, RSMo 1996; 334.850, RSMo 1996, amended 1999; and 334.890, RSMo 1996, amended 1999, 2001.*

4 CSR 255-2.040 License Renewal

PURPOSE: This rule outlines the process of renewing a license to practice as a respiratory care practitioner.

(1) All licenses shall be renewed biennially. Failure of a licensee to renew the license shall cause the license to lapse. Failure to receive notice shall not relieve the licensee of the obligation to renew the license to practice as a respiratory care practitioner and pay the required fee prior to the expiration date of the license. Deposit of the renewal fee by the division or board does not indicate acceptance of the renewal application or that any licensing requirements have been fulfilled. Renewals shall be postmarked no later than the expiration date of the license or if the expiration date is a Sunday or federal holiday the next day to avoid the late penalty fee as defined in rules promulgated by the board.

(2) Each respiratory care practitioner shall provide the board with a completed renewal form issued by the board that shall contain updated information since the preceding application/renewal period and verification of completion of the required continuing education hours pursuant to rules promulgated by the board.

(3) Applicants that are approved for renewal will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee pursuant to rules promulgated by the board.

AUTHORITY: sections 334.800, 334.840.2, 334.850, 334.880.1, 334.910, and 334.920, RSMo Supp. 1999. Original rule filed June 25, 1998, effective Jan. 30, 1999. Amended: Filed Dec. 30, 1999, effective June 30, 2000.*

**Original authority: 334.800, RSMo 1996, amended 1999; 334.840, RSMo 1996; 334.850, RSMo 1996, amended 1999; 334.880, RSMo 1996, amended 1998; 334.910, RSMo 1996, amended 1999; and 334.920, RSMo 1996, amended 1999.*

4 CSR 255-2.050 Inactive Status

PURPOSE: This rule outlines the process of requesting inactive status to maintain a license for a respiratory care practitioner.

(1) An inactive license shall be renewed biennially. Failure to receive renewal notice shall not relieve the licensee of the obligation to renew the inactive license and pay the required fee prior to the expiration date of the inactive license. Renewals shall be post-marked no later than the expiration date of the license to avoid the late renewal penalty fee as defined in rules promulgated by the board.

(2) Each inactive licensee shall provide the board, at the time of application for renewal of the inactive license, with a completed renewal form issued by the board that shall contain updated information since the preceding application/renewal period.

(3) The licensee shall not practice as a respiratory care practitioner in the state of Missouri while the license is inactive.

(4) If an inactive licensee wishes to return a license to active status the licensee shall complete a renewal form and pay the renewal fee as stated in the rules promulgated by the board. In addition, the licensee shall provide evidence of completion of at least twenty-four (24) hours of approved continuing education within the preceding two (2) years.

(5) In addition to the requirements set forth in section (4) above, a licensee whose license is inactive for four (4) years or more shall be required to successfully complete an entry level examination approved by the board prior to reactivation.

(6) The requirements of section (5) may be waived by the board if a license whose license has been inactive for four (4) or more years provides evidence to the board that s/he has been actively engaged in the practice of respiratory care in another state for at least two (2) consecutive years immediately prior to making application to renew in Missouri. "Actively engaged" shall mean that the applicant worked a minimum of twenty (20) hours per week in a clinical setting. If the board grants a waiver under this section, the appli-

cant shall comply with the requirements of section (4).

(7) Applicants that are approved for inactive status renewal will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee pursuant to rules promulgated by the board.

AUTHORITY: sections 334.800, 334.840.2, 334.850, 334.910 and 334.920, RSMo 2000, and 334.880.1, RSMo Supp 2001. Original rule filed June 25, 1998, effective Jan. 30, 1999. Amended: Filed Dec. 30, 1999, effective June 30, 2000. Amended: Filed Jan. 31, 2001, effective Aug. 30, 2001. Amended: Filed April 5, 2002, effective Nov. 30, 2002.*

**Original authority: 334.800, RSMo 1996, amended 1999; 334.840, RSMo 1996; 334.850, RSMo 1996, amended 1999; 334.880, RSMo 1996, amended 1999, 2001; 334.910, RSMo 1996, amended 1999; and 334.920, RSMo 1996, amended 1999.*

4 CSR 255-2.060 Reinstatement

PURPOSE: This rule outlines the process for reinstating a lapsed license to practice as a respiratory care practitioner and complies with the provisions of House Bill 343 of the 90th General Assembly.

(1) Failure of a licensee to renew a license prior to the expiration of a license will result in the lapse of a license.

(2) A licensee whose license has been lapsed for fewer than thirty (30) days may obtain renewal of that license by mailing the complete renewal application pursuant to 4 CSR 255-2.040 and proper renewal fee to the board postmarked no later than the thirtieth day of lapse. Satisfactory explanation of the lapse will be presumed. The board at its discretion may not renew the license of any licensee who is subject to disciplinary action, but the board shall advise the licensee of the statutory right to file a complaint with the Administrative Hearing Commission (AHC).

(3) A licensee whose license has been lapsed for more than thirty (30) days but less than four (4) years may obtain renewal of that license by mailing the completed lapsed renewal application to the board. The lapsed renewal application shall be accompanied by the late renewal fee and the renewal fee for each year the license was lapsed in addition to the current renewal fee. In addition to verification of completion of twenty-four (24) hours of approved continuing education within the preceding two (2) years, the lapsed

renewal application shall also include the following:

(A) A statement that the licensee is not presently practicing as a respiratory care practitioner in Missouri; and

(B) A statement indicating whether the licensee practiced as a respiratory care practitioner in Missouri while the license was lapsed and, if so, how long and where; and

(C) If the licensee was practicing as a respiratory care practitioner in Missouri while the license was lapsed, s/he shall submit a notarized statement indicating that s/he has ceased working as soon as s/he realized that the license was lapsed. In addition, the licensee shall cause his/her employer to submit a statement on the employee's letterhead stationary or a notarized statement indicating that the licensee ceased working as soon as s/he realized that the license was lapsed.

(4) Failure of the licensee to renew a license for a period of more than four (4) years after the expiration of the license, shall be treated in the same manner as a person who has never been licensed and must reapply for licensure under the licensing requirements in effect at the time the person applies to resume the practice of respiratory care. In addition, the applicant shall submit evidence of completion of at least twenty-four (24) hours of approved continuing education within the preceding two (2) years.

(5) The requirements of section (4) may be waived by the board if a licensee whose license has been inactive for four (4) or more years provides evidence to the board that s/he has been actively engaged in the practice of respiratory care in another state for at least two (2) consecutive years immediately prior to making application to renew in Missouri. "Actively engaged" shall mean that the applicant worked a minimum of twenty (20) hours per week in a clinical setting. If the board grants a waiver under this section, the applicant shall comply with the requirements of section (3).

(6) Following review by the board, the licensee shall be informed in writing of the decision regarding the application for licensure.

(7) Licensees that are approved will receive one (1) license. Duplicate licenses may be provided upon payment of the appropriate fee pursuant to rules promulgated by the board.

AUTHORITY: sections 334.800, 334.840.2, 334.850, 334.910 and 334.920, RSMo 2000 and 334.870 and 334.880.2, RSMo Supp.2001. Original rule filed June 25,*



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**Original authority: 334.800, RSMo 1996, amended
1999; 334.840, RSMo 1996; 334.850, RSMo 1996,
amended 1999; 334.870, RSMo 1996, amended 2001;
334.880, RSMo 1996, amended 1999, 2001; 334.910,
RSMo 1996, amended 1999; and 334.920, RSMo 1996,
amended 1999.*