


Name of Policy: Licensure and Education Considerations Policy Number: 3364-136-01-02 Approving Officer: Chief Operating Officer Responsible Agent: Director, Respiratory Care Scope: University of Toledo Medical Center		 Effective date: 7/2025 Original effective date: 5/1/1981	
Key words: Licensure, Education, New Hires, State Board, Validation			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

In accordance with Ohio Revised Code Chapter 4761, all Respiratory Care personnel, which includes Staff Technicians, (students with a Limited Permit), Respiratory Care Practitioners, and Advanced Respiratory Care Practitioners, are required to maintain a current/valid license with the State Medical Board of Ohio. Proof of such license will be verified by Human Resources prior to beginning employment, and the license is to be renewed/validated at the frequency as indicated by the state regulation. Such verification will be submitted to the Director for examination and filing in the departmental employee file. Failure to maintain current/valid license may result in termination of employment. All Respiratory Care Practitioners shall remain current in the profession of Respiratory Care by attending educational programs and training as required by the department and continuing education to maintain licensure.

All staff must be able to demonstrate the knowledge and skills, as identified in their job description and performance evaluation, necessary to provide care based on physical, psychosocial, educational, safety and related criteria, appropriate to the ages of patients served. The skills and knowledge needed to provide such care may be gained through education, training, or experience.

(B) Purpose of Policy

To insure that all Respiratory Care personnel maintain current/valid licenses in accordance with the applied Ohio Revised Code 4761. To insure optimum safety in the administration of respiratory care services. To insure optimum cognitive, effective, and psychomotor education in the preparation for administration of all respiratory care services.

(C) Procedure

1. License verification & documentation: Respiratory Care personnel, including Staff Technicians, Respiratory Care Practitioners, and Advanced Respiratory Care Practitioners; are required to maintain a current/valid license with the State Medical Board of Ohio. Verification

will be performed by the Director of Pulmonary Services or designee, via review on the State Medical Board of Ohio license verification website, at a frequency to be consistent with the interval of license expiration/renewal. The manager must check prior to the expiration date so a lapse does not occur. The employee shall be responsible for all individual requirements applicable to maintain current/valid licensing.

Continuing Competency Program (CCP) requirements through the National Board for Respiratory Care (NBRC) is necessary to maintain credentials. Effective July 1, 2002, all credentials issued by the NBRC are awarded for a term of five years, calculated from the end of the calendar month in which the credential was issued. If the RCP was credentialed by the NBRC on or after July 1, 2002, they must participate in the CCP to maintain their credentials. Credentials awarded prior to July 1, 2002, are not subject to the CCP.

There are three options to maintaining an RCP credential

Option 1 : Provide proof of completion of a minimum of 30 hours of Category 1 Continuing Education acceptable to the NBRC

Option 2: Retake and pass the respective examination for the highest credential held that is subject to the CCP

Option 3: Pass an NBRC credentialing examination not previously completed.

Credentials issued by the NBRC include:

- CRT: Certified Respiratory Therapist
- RRT: Registered Respiratory Therapist
- CPFT: Certified Pulmonary Function Technologist
- RPFT: Registered Pulmonary Function Technologist
- CRT-NPS or RRT-NPS: Neonatal/Pediatric Specialist
- CRT-SDS or RRT-SDS: Sleep Disorders Specialist
- RRT-ACCS: Adult Critical Care Specialist

2. If a staff member allows his/her license or credential(s) to expire, he/she may not continue to work in any capacity until all requirements are met and the reinstatement applications have been processed and approved by the State Medical Board of Ohio or NBRC, respectively. The staff member will be placed on unpaid administrative leave of absence as of midnight on the day of expiration until reinstatement is completed, verified and on record. They will also be given one step of progressive discipline. They will then be given 5 business days to adhere to this policy. If valid and active licensure is not demonstrated by 5pm on the 5th day, the next step of progressive discipline will be issued. This process is repeated until verification of active licensure on the State Medical Board of Ohio web site can be demonstrated or renewal of

credentials by the NBRC Disciplinary action can continue up to and including termination from employment.

If a staff member allows his/her credential(s) to expire through the NBRC, he/she cannot use the expired credential(s) in any type of communication. If a credential expires, it is the staff member's responsibility to take immediate action to have their credential(s) renewed.

3. Continuing Education: Maintenance of each individual's continuing education record is the sole responsibility of that individual. Such records should be maintained by each individual in accordance with requirements as set for by the State Medical Board of Ohio. In accordance with Ohio Revised Code Chapter 4761, each Respiratory Care practitioner currently is required to maintain 20 contact hours per each 2-year period.
4. Departmental in-services and competencies will be coordinated by the Director with input from staff members. Physician participation will be included when necessary.
5. Cardiopulmonary resuscitation re-certification is required every 2 years; scheduling of attendance to such programs will be coordinated by the Manager. It is the sole responsibility of each individual to maintain active Basic Life Support CPR certification. If a staff member allows his/her BLS CPR certification to expire, he/she may not continue to work in any capacity until all requirements are met and proof of current BLS CPR certification is produced. Scheduling of staff for ACLS, PALS and other advanced classes will be accomplished in the same manner.
6. Departmental Quality Assurance monitoring and review shall be done per the individual action plan in the yearly Quality Improvement Plan.
7. Assigned Advanced Respiratory Care Practitioner(s) will provide clinical guidance and assistance to Respiratory Care students from the University of Toledo, main campus.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Russ Smith Chief Operating Officer</p> <p>7/29/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Melissa Kukiela Director, Respiratory Care</p> <p>7/25/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Director, Respiratory Care</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Initial effective date: 3/13/1990</p> <p>Review/Revision Date:</p> <p>04/04/2002 01/06/2005 11/19/2007 08/11/2010 09/20/2013 09/01/2016 08/01/2019 08/16/2023 7/2025</p> <p>Next review date: 7/2028</p>
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