

# FAQ'S

- Must I renew my license every year?  
Yes
- When do I renew my license?  
Renewal period begins on November 1<sup>st</sup> and ends on December 31<sup>st</sup>
- What is the cost to renew my license?  
\$55.00 postmarked in November or \$65.00 postmarked in December
- What happens if I forget to renew my license?  
Your license expires at midnight on December 31<sup>st</sup> of each calendar year. Your license automatically becomes “expired” and are not permitted to work
- What is the procedure to reinstate my “expired” license?  
Print a new application form from the website and mark the “reinstatement” box. The fee will be the same as new (\$200.00) and your NBRC credentials must be valid. If you hold a license in multiple states, all must be in good standing
- If I obtain a licensed as “Certified” and pay the \$200.00 fee, am I required to pay an additional \$200.00 when I pass the Registry Examination?  
No, you need only provide the board office with a notarized copy of your score sheets or NBRC Registry Certificate, along with a \$10.00 fee to be upgraded to “Registered”. You will receive a new license number and card
- How long does it take to get a Respiratory Therapy license in the State of West Virginia?  
Normally, it is 7 to 10 days after all required documents are received in the board office
- Does the board issue a “same day” license?  
We no longer issue same day license. Please mail your application to P O Box 40329, Charleston, WV 25304
- Can I get a license faster if I mail my application directly to the board office?  
No, it slows down the process because it still has to be mailed to the P O Box for payment processing
- Am I required to obtain and report CEU's?  
Yes, you are required to obtain 20 CEU's from 10/1 of one even year thru 9/30 of the next even year (Example: 10/1/14 thru 9/30/16) This is called a 24 month accrual period. You will report the CEU's to the office when you submit your Renewal Application for the upcoming new year during November or December of the even year endings
- I am a new licensee, do I still need 20 CEU's?  
CEU's are prorated for licensees who have not been licensed the full 24 month period. Example:

Prior to 10/01/2016	20
10/01/2016 thru 03/31/2017	15
04/01/2017 thru 09/30/2017	10
10/01/2017 thru 03/31/2018	5
04/01/2018 thru 09/30/2018	0
- I have 30 CEU's, can I carry 10 of them into the next period?  
No, 6.0 is the maximum carry over
- What courses are accepted by the WV Board of Respiratory Care?  
First and foremost, they must be relevant to the clinical practice of respiratory care. The board has pre-approved providers of acceptable CEU's listed in Series 3 of the WV Respiratory Care Act (i.e.; AARC, AMA, ALA, NBRC, WVSRC, ANA, AHA, and Government Offerings)
- Does the board accept Kettering Seminar?  
Kettering Seminar is the only course the board will count prior to your license date. New licensees may report their Kettering Seminar Certificates for their full required amount. If a new licensee is not required to turn in any CEU's they may report the Kettering Seminar Certificate to get a 6.0 carry over
- What is a contact hour?  
A contact hour is equivalent to 50 consecutive minutes of instruction. The official unit of measure for CE in West Virginia is the contact hour. If you are in doubt about how many contact hours an offering is, count the number of actual instructional minutes, NOT including lunch, breaks, or business meetings, and divide by 50
- How many CEU's does the board grant for certifications?

Regardless of the amount of CE's your employer is granting for ACLS, PALS, and NRP, the Board will only grant the following CEU credits: ACLS = 16.1, ACLS re-certification = 6.0, PALS = 18.3, PALS re-certification = 4.5, and NRP = 9.0, NRP re-certification 9.0. You may only submit the full course once every five years. *If you submit the full course more than once in a five year period the board will count it as a re-certification*

- How long should I keep CE records?  
For the board's auditing purposes, all records should be kept for a period of three months after the reporting period ends.  
Note; the NBRC requires CEU's as well so, you may want to keep copies and check with the NBRC to see if they can be used for to meet their requirements