

STATE OF WEST VIRGINIA  
BOARD OF RESPIRATORY CARE  
P. O. BOX 40329  
CHARLESTON, WV 25364  
304.558.1382, Fax: 304.558.1383



**2019 RESPIRATORY CARE LICENSE RENEWAL APPLICATION**

**ATTACH COMPLETED CEU REPORTING FORM/SIGNED AFFIDAVIT – DO NOT SUBMIT CEU CERTIFICATES UNLESS YOU ARE SELECTED FOR AUDIT BY THE BOARD.**

Name: \_\_\_\_\_ License Number \_\_\_\_\_ Last 4 SSN \_\_\_\_ \_

Address: \_\_\_\_\_ Hm Telephone \_\_\_\_\_  
\_\_\_\_\_ Wk Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Employer Name/Address: \_\_\_\_\_

Have you been the subject of any discipline procedure by your employer or any governing agency (including law enforcement) in any state or providence since your new, or previous license renewal, application in West Virginia? \_\_\_\_\_

Do you currently possess any condition which may in any way impair your ability to practice or otherwise alter your behavior as it relates to the practice of respiratory care? \_\_\_\_\_

Have you ever, or are you currently abusing any type of illegal narcotics, prescription medication, or over-the-counter medication? \_\_\_\_\_

(WV Code §48-15-303); I do \_\_\_ or do not \_\_\_ have child support obligations in arrearage of six months or more. I am \_\_\_ or \_\_\_ am not the subject of a child support related subpoena or warrant.

I, the undersigned, attest that the information herein is true to the best of my knowledge:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Privacy Statement** - This board may share only your name and address with organizations which may wish to offer continuing education, employment opportunities, or statistical purposes. Note: In the event this board is required by Federal Law to submit a report about an applicant or licensee to the US Healthcare Integrity and Protection Data Bank, it must report that individual's social security number.

**License Renewal Fees:** Money order, cashier's check, or personal check will be accepted. Do not send cash. If payment is returned by your financial institution, your license to practice respiratory care in the State of West Virginia is automatically invalid. Walk-in renewals are to be paid by credit card.

**\$ 55.00 Payment envelope must be postmarked prior to December 1, 2018**

**\$ 65.00 Payment envelope must be postmarked prior to January 1, 2019**

**Upgrading from Certified to Registered** – Attach Notarized Copy of valid NBRC Certificate and include an additional \$10.00 to the renewal fee.

**Change of Name** – Attach certified copies of the legal documents which changes your name and include an additional \$8.00 to the renewal fee.

**Note** - Licenses not renewed prior to December 31, 2018 will be subject to a new application fee of \$200.00. It is in direct violation of Chapter 30, Article 34 of the West Virginia State Code to practice respiratory care within the State of West Virginia without a valid license. Practitioners and permitting employers may be subject to fines up to \$1,000.00 per day.

***Do not separate application from stub. Return entire form with payment to the address below.***

**STATE OF WEST VIRGINIA – BOARD OF RESPIRATORY CARE**

Amount Enclosed \_\_\_\_\_ Check/Money Order Number \_\_\_\_\_

Payable to: WV Board of Respiratory Care  
Online payments may be accessed at [www.borc.wv.gov](http://www.borc.wv.gov)

Licensee Name \_\_\_\_\_

Licensee Number \_\_\_\_\_

**Mail Forms and Payment to:**

WV Board of Respiratory Care  
P. O. Box 40329  
Charleston, WV 25364



# READ THESE INSTRUCTIONS - 2019 LICENSE RENEWAL & CEU REPORTING

## CEU Reporting –

You must complete and attach this CEU Reporting Form to your 2019 renewal application. Renewal forms received without the completed CEU Reporting Form will not be processed. **Do not mail copies of your CEU attendance certificates unless you are contacted by the board to do so.** The Board will be auditing CEU reporting thru March 1, 2019. Please maintain the certificates of attendance in your possession as the Board may contact you anytime thru March 1, 2019 to submit proof of attendance for the courses you document on the CEU Reporting Form.

**Important** - If you do not have the correct amount of your CEU requirement or if they have not been taken within the accrual period beginning 10/1/16 thru 9/30/18, you will be subject to violation/fine and must immediately contact the Board office for further instructions. You will not be granted a renewal of your license to practice until your CEU requirements are satisfied.

Your CEU requirement is determined by your initial licensure date as follows:

<b>License Date</b>	<b>Requirement</b>
Prior to October 1, 2016	20
10/1/16 – 3/31/17	15
04/1/17 – 9/30/17	10
10/1/17 – 3/31/18	5
04/1/18 – 9/30/18	0

You may find the rules and regulations relating to Continuing Education Requirements listed in Rule 3 of Chapter 30-34 of the West Virginia State Code. As always, you may request a copy from our office or you may view and print a copy “online” a [www.borc.wv.gov](http://www.borc.wv.gov)

## Important Notes:

- You should mail early enough to receive return verification for your employer by January 1, 2019. It is your responsibility to provide proof of licensure renewal to your employer.
- An employer is in full compliance with the law to deny work to any employee who cannot show proof of his/her licensure verification. “Copies” of payment submission is **not** proof that your license has been renewed.
- Proof of 2019 License Renewal – you will receive a label (similar to vehicle renewal sticker) to be placed on the backside of your Photo ID Card. Official proof of license renewal is your license card **affixed** with a 2019 expiration date, board’s website verification, or documented proof from the board bearing the official seal of the WV Board of Respiratory Care.
- Paying and submitting CEU’s online **does not** immediately renew your license. The board must download and process your application, update expiration date for verifications on website, and mail your 2019 renewal sticker. Paying online is for your convenience and you are encouraged to take advantage of this method of payment.
- Lost Photo ID Cards – You must send a written request along with an additional \$8.00 for a replacement card. This may cause a delay in processing your renewal.
- If your name has changed you must attach a copy of the legal document which changes your name with your renewal application. This may cause a delay in processing your renewal.
- When upgrading from certified to registry status you must attach a notarized copy of your registry certificate or examination score sheets along with an additional \$10.00 fee. This may cause a delay in processing your renewal.
- **Do not copy another licensee’s form** as the forms are personalized with bar codes which may inadvertently cause the wrong license to be renewed. You may print a generic form from our website.
- Mail 2019 License Renewal Applications to **WVBORC, P O Box 40329, Charleston, WV 25364**. The Board will be utilizing credit card payment option this year for walk-ins only. You may also submit payment and apply for your 2019 license renewal “online” at [www.borc.wv.gov](http://www.borc.wv.gov)