

BOARD OF RESPIRATORY CARE NEW LICENSE APPLICATION BY EXAMINATION AND ENDORSEMENT

To expedite the processing of your NEW LICENSE APPLICATION, follow the instructions carefully before submitting your ONLINE application on the portal. It is important to submit all the required supporting documents listed below based on the method by which you are applying:

CHECKLIST ITEMS	SUBMISSION METHODS	Check Mark
1. All Pages of Application		
All pages of the online application and licensure fee of \$254 are required and submitted.	ONLINE	<input type="checkbox"/>
2. Demographic Information		
The demographic information (i.e., name, date of birth, address, etc.) provided by the application is true and correct and matches what is contained in the electronic licensing system.	ONLINE	<input type="checkbox"/>
3. Social Security Number		
If you do not have a social security number, then you must submit a Sworn Affidavit , under penalty of perjury, stating that you do not have a social security number AND one of the following: a copy of a Certificate of Citizenship or Naturalization; a Resident Alien Card; a valid foreign passport with a visa; or a work permit card from the Department of Homeland Security.	ONLINE	<input type="checkbox"/>
4. One (1) Recent and Identical Passport Type Photo (2x2 size) of the Applicant's Face		
An original photo is required and cannot be a computer-generated copy.	ONLINE	<input type="checkbox"/>
5. One (1) photocopy of a current government issued photo ID (1) Recent and Identical Passport Type Photo (2x2 size) of the Applicant's Face		
A U.S. driver's license or U.S. passport is acceptable.	ONLINE	<input type="checkbox"/>
6. Name Change Documents (if applicable)		
An Applicant must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents are Marriage Certificate, Divorce Decree or Court Order .	ONLINE	<input type="checkbox"/>

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<p>7. Official Sealed School Transcript</p> <p>Certified official transcript with date conferred for degree received. The applicant must have completed an educational program in the practice of respiratory care that has been accredited by the Commission on Accreditation for Respiratory Care (CoARC) or its successor organization.</p> <ul style="list-style-type: none"> ▪ Send Via Official Email or Mail: An official electronic transcript must be sent directly from the school/issuing institution/agency to the Board (dcboresp@dc.gov) via their secure electronic network or mail transcripts to the DC Board of Respiratory Care, 899 North Capitol Street, NE, 1st Floor, Washington, DC 20002. 	<p>E-MAIL or MAIL (Preferably via E-Mail and sent directly from the school/issuing institution)</p>	<input type="checkbox"/>
<p>10. Examination Scores</p> <p>Official Passing Score Results from the National Board Exam (NBRC). The scores must be sent directly to the Board by email or mail.</p>	<p>E-MAIL (Forward to dcboresp@dc.gov)</p>	<input type="checkbox"/>
<p>11. Criminal Background Check (CBC)</p> <p>CBC is completed at the time you submit your online application. A \$50 payment is required online with the application. Upon completion of the payment, the applicant will receive an email with a code to schedule a fingerprint appointment.</p>	<p>ONLINE</p>	<input type="checkbox"/>
<p>12. Screening Question Responses</p> <p>Applicants must provide a detailed explanation for any Screening Questions and/or any Clean Hands question to which “YES” was the answer provided. The explanation must sufficiently describe the facts that led to the reason for the “YES” answer. In addition, submit all relevant documents related to the reason for the “YES” answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, Malpractice, etc.)</p>	<p>ONLINE</p>	<input type="checkbox"/>
<p>13. Verification(s) of Licensure (<u>Endorsement Applicants Only</u>)</p> <ul style="list-style-type: none"> • Checklist items listed above and • Official Verifications are required from the issuing state(s) and jurisdiction(s) for each license identified in the application. All states and jurisdictions in which you have EVER held a professional license, regardless of status, must be submitted. Website verifications may be acceptable if the website is considered “primary source verified” by the jurisdiction in question. <u>The verification(s) must be sent directly to the Board by email or mail by the issuing state or jurisdiction.</u> 	<p>E-MAIL or MAIL (Preferably via E-Mail and sent directly from Licensing Boards)</p>	<input type="checkbox"/>

Board Mailing Address:
Board of Respiratory Care
899 North Capitol St. NE
First Floor
Washington, DC 20002

Board Email Address: dcboresp@dc.gov

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