

November 1, 2024

Dear Licensee,

DC Health is happy to announce that the renewal portal for the **Board of Respiratory Care** is now **LIVE!**

DC Health is no longer utilizing paper renewal applications. Renewals must be completed online. Our licensure portal has enhanced features such as the ability to upload your continuing education documents. Licensees are also encouraged to have any and all supplemental documents (e.g. responses to screening questions, proof of continuing education (CE), etc.) scanned and ready for upload before starting the renewal process to avoid any delays.

DC Health Renewal Licensing Portal Page link:

<https://dohlicenseinfo.secure.force.com/dhealthrenewals/>

Please be sure to read all the instructions on the DC Health Renewal Licensing Portal Page.

If you are experiencing issues with creating or logging into your account, please submit a “case” to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/>.

RESPIRATORY CARE PRACTITIONERS FREQUENTLY ASKED QUESTIONS

RENEWAL FEES

- ***How much does it cost to renew?***
 - \$169
 - \$85 late fee effective February 1, 2025 (This fee is in addition to the renewal fee)

CRIMINAL BACKGROUND CHECK (CBC) FEE

- ***Do I need a Criminal Background Check?***

All licensees are required to pay a mandatory fee of \$50 for the CBC which is a name search. Processing a renewal application on average may take 3 – 5 business days while we await the results of the CBC name search. The processing time may take longer to address any holds placed on the renewal. **Licensees for renewal are not required to get a fingerprint or live scan.**

CONTINUING EDUCATION UNIT (CEUs)

- ***What are my CEU requirements?***

Respiratory Care Practitioners must complete sixteen (16) hours of approved CEUs which shall include:

 - Two (2) hours in the subjects related to public health: [Policy Statement on Identifying Public Health Issues for Continuing Education](#).

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- Two (2) hours in LGBTQ cultural competence and appropriate clinical treatment specifically for individuals who are lesbian, gay, bisexual, transgender, gender non-confirming, queer, or questioning their sexual orientation or gender identity and expression.
- Two (2) hours in ethics.
- Ten (10) hours shall be directly related to the practice of respiratory care.

Please note, that for this 2024 renewal period, continuing education requirements may be satisfied through approved live virtual interactive in real-time online continuing education courses.

- **When must my CEUs be completed?**

CEUs must be completed between **February 1, 2023, and January 31, 2025.**

ALL First-Time Renewal Applicants: If you are renewing for the **first time**, CEUs are not required.

- ***How come I am not able to upload my CEU documents?***

Several users have stated they are unable to upload proof of having completed their CEUs. Our IT department has identified certain issues with document uploads on browsers **OTHER** than Google Chrome or Firefox. If you are not using the most up-to-date versions of Google Chrome or Firefox, first try uploading your CEU document using these web browsers {Google Chrome/Firefox}. To submit your uploaded CEUs, you must **WRITE** something in the continuing education **DESCRIPTION BOX**. For example, you may write ***"I have uploaded all my CEUs or CEUs are attached"***.

Finally, if you still have upload issues, you can submit your renewal application by selecting the ***"I will complete my CEUs by January 31, 2025"*** option in the CEU category of the renewal application. By selecting this, you can skip the document uploads and proceed with the rest of your application so you may renew your license on time.

INFORMATION ABOUT CONTINUING EDUCATION AUDITS

- ***Will I be audited?***

After the renewal, you may be audited and required to submit continuing education documents to the Board. CEUs must be taken between **February 1, 2023, and January 31, 2025.** The required continuing education units are listed above.

The Board may conduct a random audit of active licensees to determine compliance with the continuing education requirements. A licensee who is selected for audit shall submit satisfactory proof of continuing education compliance and possession of valid and active CRT or RRT credential within thirty (30) days of receiving the notice of the audit.

RENEWAL CONFIRMATION**• *How can I get confirmation of my renewal?***

All licensees who submit a renewal application will receive a confirmation email from DC Health. For licensees who have not received a confirmation email, you should log back into the system and check to ensure you entered the correct email address as any typos will result in the confirmation email not being sent to you correctly. Licensees should also check their spam filters to ensure the confirmation email did not accidentally go to their spam junk or trash folders. If you've checked all the above, but still have not received a confirmation email, you should submit a "case" to our Customer Support site:

<https://dohlicenseinfo.secure.force.com/support/>.

DC Health does not issue hard copies of the renewed license. Approved renewal applicants will receive an electronic license to the email address on file.

Change to the Term of License, Certificate and Registration

- DC Health has always operated with fixed renewal windows for each profession. In response to feedback from the health professional community, **the Director has moved to change the renewal system to align with each licensee's month of birth.** As such, all applicable licenses, certificates, or registrations issued on or after June 16, 2024, will expire on the last day of the birth month of the license holder. Additionally, licensees born in even-numbered years will have expiration years that are even-numbered, while those born in odd-numbered years will have odd-numbered expiration years. **This will apply to all Respiratory Care Practitioners during this renewal period.**

PAYMENT ISSUE**• *Why isn't my credit card accepted?***

The renewal system will only accept Visa or MasterCard credit cards for payment. Please ensure you entered the correct information for your payment. Once the payment has been received, a receipt will be sent to your email of record. If you are using a Visa or MasterCard, but are still having issues, please submit a "case" to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/>. Our IT department is reviewing any and all reported errors, and we will update our licensees as more information becomes available.

HELPFUL TIPS TO REMEMBER

- The deadline for renewal is **January 31, 2025.**
- **Late renewal is February 1, 2025, to March 31, 2025.** A late fee of \$85 will be assessed.
- CAREFULLY read all renewal screening questions.
- Do not answer "Yes" to the paid-inactive question unless you intend to be inactive.

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- If you respond “Yes” to a screening question(s) **you MUST provide complete documentation before your license will be renewed.**
- The new license end date will be on the last day of the birth month of the license holder.

Refer to the Board’s webpage link for additional information: [Board of Respiratory Care](#). DC Health greatly appreciates your patience during this time and looks forward to your feedback.

Sincerely,

DC Board of Respiratory Care