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STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
BOARD OF MEDICAL PRACTICE

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WEBSITE: WWW.DPR.DELAWARE.GOV

INSTRUCTIONS FOR COMPLETING AN APPLICATION TO APPLY FOR A DELAWARE RESPIRATORY CARE PRACTITIONER LICENSE

To apply for licensure as a Respiratory Care Practitioner, the Delaware Board of Medical Practice requires primary source verification of all credentials. **Please follow these instructions.** If you have questions, please contact the Delaware Board of Medical Practice at (302) 744-4500 or at customerservice.dpr@state.de.us.

1. Applicants must submit a completed, signed, notarized application with the non-refundable processing fee. (See Fee Schedule for amount.) Please make your check or money order payable to the "State of Delaware." In addition to the above, the following documentation is required when submitting your application:

8 1/2" X 11" copy of your respiratory care diploma

8 1/2" X 11" copy of your National Certifying Certificate (If you are not yet nationally certified due to being a new graduate from a respiratory program, this requirement is waived).

2. Verification of Education

Applicants must send a request for verification of their education using the *Verification of Respiratory Care Education* form. This form is available at www.dpr.delaware.gov or by calling the Board office. If you have attended more than one school, you must provide a copy of this form to each school that you have attended. The completed verification form(s) must be sent from the school directly to the Delaware Board of Medical Practice.

3. Verification of National Certification

The National Board for Respiratory Care (NBRC) is responsible for the certification of Respiratory Care Practitioners. Applicants must request verification of credentials by sending a signed written request with their name and social security number to the NBRC. If you are a new graduate and have successfully passed the NBRC certification exam, you must also request verification of credentials. This report must be sent from the NBRC directly to the Delaware Board of Medical Practice office. (Internet verifications or FAX verifications will not be accepted.) More information can be obtained online at <http://www.nbrc.org> or by calling the NBRC at (913) 895-4900. The NBRC will charge a fee for this service. The mailing address is:

National Board for Respiratory Care
18000 West 105th Street
Olathe, KS 66061-7543

4. Verification of Respiratory Care License

The Delaware Board of Medical Practice requires primary source verification from the state licensing board of all respiratory care licenses that you currently hold, or have ever held. The *Verification of Respiratory Care* form is available on www.dpr.delaware.gov/boards/medicalpractice/forms.shtml or by calling the Board office.

Verification of licenses currently or previously held includes any respiratory care training licenses. Applicants should check with the individual states to determine if a fee is required. The official completed license verification(s) must be sent from the state licensing board office directly to the Delaware Board of Medical Practice office. (Internet verifications or FAX verifications will not be accepted.) The Delaware Board of Medical Practice requires verification with the state board seal affixed. If you are not licensed in any state or jurisdiction, this requirement does not apply to you.

5. Criminal Background Checks [Effective July 1, 2007]

Submit, at your own expense, fingerprints and other necessary information, in order to obtain the following:

- a. A report of your entire criminal history record from the State Bureau of Identification or a statement from the State Bureau of Identification that the State Central Repository contains no such information.
- b. A report of your entire federal criminal history record from the Federal Bureau of Investigation. The State Bureau of Identification will act as the intermediary for receipt of your federal report, and the Board of Medical Practice will be the screening point for receipt of both the state and federal criminal history reports.

Please contact your local State Bureau of Identification to obtain both reports. See <http://www.state.de.us/dsp> or call (302) 739-2528 for more information.

6. Reinstatement of Licensure

If you previously held a Delaware respiratory care license and it expired more than 2 years ago, you must submit items numbered 1 and 4 and 5, excluding copies of your diploma, national certifying certificate, verification of education and verification of national certification. In addition to items 1, 4 and 5, you are required to submit proof of having obtained 20 hours of continuing medical education over the last 2 years pursuant to the Respiratory Practice Advisory Council Rules and Regulations, Section 8.0, and primary source verification from the state licensing board of all respiratory licenses that you currently hold, or have ever held.

7. Temporary Permit

A temporary permit may be issued to the applicant after the Delaware Board of Medical Practice has received all of the required documentation and determined that the applicant has met the licensure requirements. A temporary permit is valid for 90 days and cannot be renewed. For amount of fee, see Fee Schedule at www.dpr.delaware.gov. Click on Medical Practice and then Fee Schedule.

Please note: When your application is complete, (whether or not a temporary permit has been issued), please allow 4-8 weeks to receive your *permanent license*. A **complete application** is one that includes **all required documentation and correct payment**.