



Tennessee Board of Respiratory Care



Fall 2019

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The mission of the TN Department of Health is to protect, promote, and improve the health and prosperity of people in Tennessee.

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The Board of Respiratory Care was created in 1998 to succeed the Board of Medical Examiners Council on Respiratory Care. Its mission is to safeguard the health, safety, and welfare of Tennesseans by requiring that all that practice respiratory care within this state are qualified. The Board interprets the laws, rules, and regulations to determine the appropriate standards of practice in an effort to ensure the highest degree of professional conduct. The Board is authorized to issue licenses and certificates to qualified candidates who have completed appropriate education and successfully completed required examinations. The Board is also responsible for the investigation of alleged violations of the Practice Act and rules, and is responsible for the discipline of licensees who are found guilty of such violation. The Board works with the Tennessee Professional Assistance Program which provides peer assistance to impaired practitioners in an effort to both protect the public and rehabilitate practitioners who can safely return to the practice of respiratory care.

BOARD MEMBER COMPOSITION

Curtis Powell, Board Chair—Chattanooga, TN
 Craig Rooks, Secretary—Gallatin, TN
 Gail Braddock, Citizen Member—Germantown, TN
 Lisa Caldwell, Board Member—Signal Mountain, TN
 Keith Lovelady, Board Member—Manchester, TN
 Ray Davis, Board Member—Jackson, TN
 Robert Farmer, Board Member—Memphis, TN
 Kimberly Christmon, Board Member—Joelton, TN

Contacting the Administrative Office:

Tennessee Board of Respiratory Care
 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243
 Phone: (615) 532-5090 Local or (800) 778-4123 Nationwide
 Fax: (615) 532-5164 E-Mail: Unit3HRB.Health@tn.gov

Administrative Staff

Kimberly Wallace	Director
Lacey N. Wilkerson	Administrator
V. Maria Johnston	Administrator



Meetings of the Board

The Board currently meets four (4) times per year. The Governor appoints all members of the Board. The Board consists of four (4) respiratory care practitioners holding credentials from the National Board for Respiratory Care, at least two (2) of whom shall be respiratory therapists; one (1) practicing physician with expertise in pulmonary medicine; one (1) hospital administrator, one (1) hospital employee licensed as a respiratory therapist, and one (1) consumer member. A majority of members is required to conduct business. The meetings are open to the public. Open meeting notices can also be accessed at <https://www.tn.gov/health/health-program-areas/health-professional-boards/rc-board/rc-board/meeting-schedule.html>

LIVE-STREAM MEETINGS

Public meetings are live-streamed and viewable via the internet. Links to view a meeting can be accessed by visiting the department's "Calendar of Events" at: <http://tn.gov/health/calendar>. Archived meetings may also be accessed and viewed from the Department of Health website at: <https://web.nowuseeit.tn.gov/Mediasite/Catalog/Full/98fe21d561e9489487745f0c7da678b221>

BOARD MEETING SCHEDULE FOR 2020

FEBRUARY 20, 2020– 9:00 AM CST
 MAY 14, 2020 – 9:00 AM CST
 AUGUST 20, 2020 – 9:00 AM CST
 NOVEMBER 12, 2020 – 9:00 AM CST

NEW BOARD UPDATES

UNLESS OTHERWISE NOTED,

**ALL MEETINGS WILL BE HELD AT THE FOLLOWING LOCATION:
 665 MAINSTREAM DRIVE, IRIS CONFERENCE ROOM, GROUND FLOOR,
 NASHVILLE, TN 37243.**

UPCOMING NATIONAL CONFERENCES

Federation of Associations of Regulatory Boards

January 23-26, 2020—Colorado Springs, CO

AARC Summer Forum

July 13-15, 2020—Snowbird, UT

AARC Annual Congress

November 14-17, 2020—Orlando, FL

Federation of Associations for Regulatory Boards: Law Seminar

October 1-4, 2020—Reston, VA



Accessing the Board's Website

In address bar type: <http://tn.gov/health>

Click on link titled: "Health Professionals"

Choose: Health Related Boards,

Click on link for: "Respiratory Care"

There are many resources on our website, including the rules, statutes, applications, policy statements and a list of approved continuing education courses. License renewal and licensure verification may also be utilized on this website. This is a valuable resource. Please use it often.

Useful Links:

[Respiratory Care Board](#)

[Statues and Rules](#)

[Applications](#)

[National Organization Information](#)

[Health Care Facilities Board](#)

Applying for a License and Maintaining Your License

The Department has added the ability for license applicants to apply online for an initial license. Applicants can sign up to create an online account at: <https://apps.tn.gov/hlrs/>. Licensees are responsible for renewing their licenses on time and keeping the Board apprised of changes affecting location and name, as this facilitates timely notification from the administrative office. Renewal notices are mailed or emailed from the Board's administrative office, at least forty-five (45) days prior to the expiration of the license to the current address on record. In order to enhance the license renewal application process, beginning on March 9, 2018, the Board transitioned to a new online renewal system. All Respiratory Care practitioners will be asked to update their required practitioner profile as part of the renewal process. In addition to renewing a professional license, licensees are able to submit applications to change addresses, change names, and request duplicate certificates or wall licenses. Licenses can be renewed on-line forty-five (45) days prior to expiration at <https://apps.tn.gov/hlrs/>. It is a violation of the law and of the Board's rules to practice on an expired license. In the future, you can expect to conduct more application processing online as the Department continues to expand and improve the online experience for our professional licensees.

Fees

- | | |
|--|----------|
| • Initial and Reciprocity applications | \$160.00 |
| • Certified to Registered upgrade fee | \$ 30.00 |
| • Renewal Fee (Biennial) | \$ 85.00 |
| • Reinstatement Fee(Expired License) | \$135.00 |
| • Reinstatement Fee(Retired License) | \$ 85.00 |
| • Duplicate License | \$ 25.00 |
| • Verification of License | \$ 15.00 |

Debit/Credit card payment processing available online for renewals (excluding late), initial, reciprocity, upgrade, verification and duplicate license request. Late renewals and other fee payments must be submitted as a check or money order made payable to the State of Tennessee and mailed to the boards office. Standard application processing time can take 6-8 weeks. Application times may vary between applicants.

Application requirements

Applications below can be completed online by visiting lars.tn.gov
(except reinstatements)

Initial Application

For applicants who have never held a Respiratory license in another state

- Completed application for correct profession (Certified or Registered)
- Fee \$160.00
- Notarized Declaration of Citizenship form with 2 government issued support documents
- Complete transcripts from all universities attended. Must be received directly from institution
- Verification of credentials sent to us from NBRC
- Passport style Photo
- Mandatory Practitioner profile
- [Background Check](#)
- Verification of any medical license held regardless of status. Must come directly from the issuing state.

Certified license upgrade to Registered

For applicants who hold an active Certified Respiratory Therapist license in Tennessee

- Completed application for upgrade
- Fee \$ 30.00
- Notarized Declaration of Citizenship form with 2 government issued support documents
- Verification of credentials sent to us from NBRC
- Passport style Photo
- Mandatory Practitioner profile
- Verification of any medical license held regardless of status since TN CRT license was initially issued. Must come directly from the issuing state.

Reciprocity

Reciprocity applicants must apply for same type as current active Respiratory license. (Certified or Registered)

- Completed application for correct profession (Certified or Registered)
- Fee \$160.00
- Notarized Declaration of Citizenship form with 2 government issued support documents
- Complete transcripts from all universities attended. Must be received directly from institution
- Verification of credentials sent to us from NBRC
- Passport style Photo
- Mandatory Practitioner profile
- [Background Check](#)
- Verification of all Respiratory care licenses held regardless of current status.
- Verification of any medical license held regardless of status. Must come directly from the issuing state.

Reinstatement

Reinstatements must be mailed to the board office with payment.

- Completed and Notarized application packet
- Notarized Declaration of Citizenship form with 2 government issued support documents
- Fees: Expired license \$135.00 or Retired License: \$85.00
- [Background Check](#)
- Verification of credentials sent to us from NBRC
- Verification of any medical license held regardless of status. Must come directly from the issuing state.
- Mandatory Practitioner profile
- 12 continuing education per year license is inactive (Max 5 years). Continuing education must meet the following guidelines for each 12 submitted. For each 12, a maximum of 5 hours can be completed online, must complete 1 patient safety and 1 ethics.

How to add Polysomnography to your license

Adding the Polysomnography endorsement to a Respiratory care license can allow you the ability to work in a sleep clinic without the need for an additional license. The addition of this endorsement does not cost any initial fees and does not add to the cost of your renewal. As stated in 1330-01-.24 of the Respiratory Care Board rules, there are 3 different ways for a current licensee to obtain their endorsement. To obtain the polysomnography endorsement you must either:

- Hold certification by the National Board of Registered Polysomnographic Technologist as a registered polysomnographic technologist; or
- Hold certification by the National Board of Respiratory Care as a sleep disorder specialist; or
- Provide Proof of completion of the Sleep Center or Sleep Lab Competency Checklist, as approved by this Board, signed by both the director of the sleep lab and the medical director from a current employing facility, verifying that an individual certified as a respiratory therapist has obtained a minimum of five hundred and four (504) hours in a sleep center or sleep laboratory or that an individual registered as a respiratory therapist has obtained a minimum of two hundred and fifty-two (252) hours in a sleep lab or sleep center. Must also include a signed letter from either director attesting to the number hours completed and dates completed.

If you have met one of the above criteria, hold a current license, and wish to add this endorsement, please mail the following to the board office:

- Completed application for endorsement
- Notarized Declaration of Citizenship with 2 government issued support documents
- Mandatory Practitioner Profile
- Proof of completion of one of the above mentioned

Once your application has been received and your request ratified at a board meeting, you will receive a new certificate showing your ability to practice in the polysomnography position. Application for adding the Polysomnography endorsement to your license can be obtained from the application section of the board website:

<https://www.tn.gov/health/health-program-areas/health-professional-boards/rc-board/rc-board/applications.html>

Temporary Work Permits

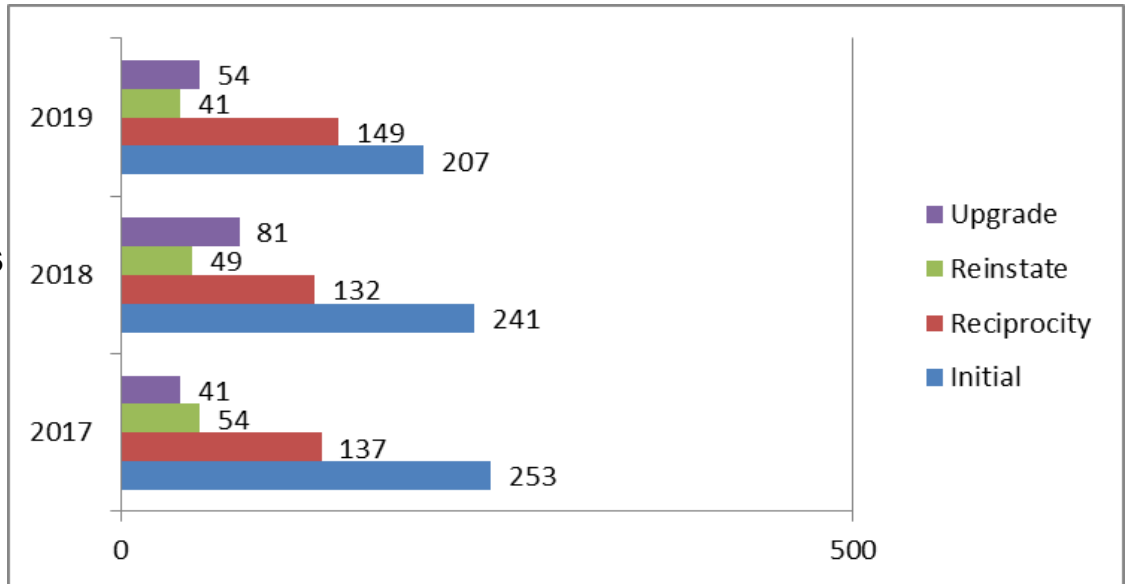
Temporary work permits are 6 month permits designed to allow recent graduates the ability to work in their field before attempting their national exam. Permits are open to anyone who has not held any form of Respiratory Care license in any state and who have not yet taken their first attempt at the NBRC exam. The documents needed to apply for a temp permit are:

- Completed application for a permit in the correct profession (Certified or Registered)
- Fee \$160.00
- Notarized Declaration of Citizenship form with 2 government issued support documents
- Complete official transcripts or letter of didactic from Respiratory Care program director
- Passport style Photo
- Mandatory Practitioner profile
- [Background Check](#)
- Verification of any medical license held regardless of status. Must come directly from the issuing state.

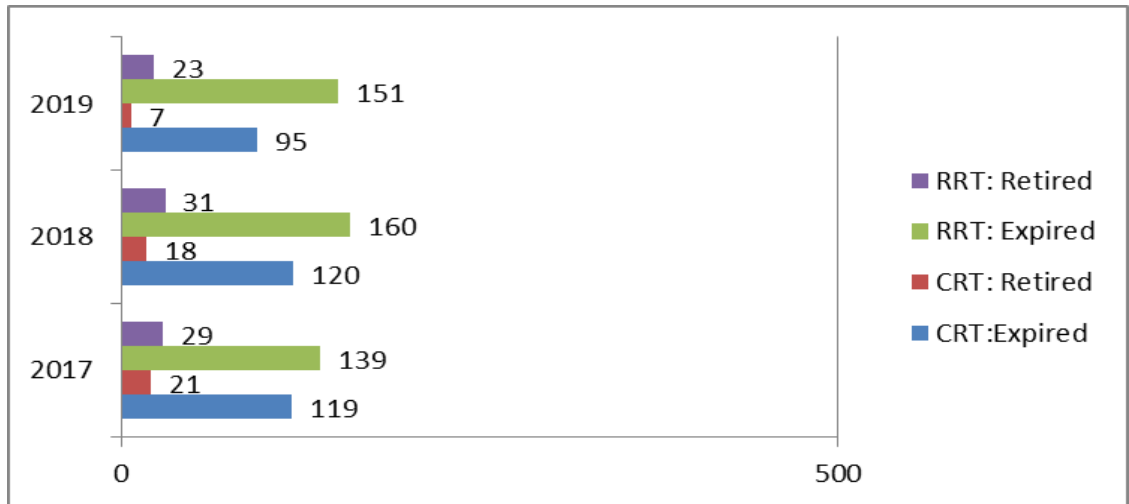
Once your permit has been issued the only items needed to upgrade to a full license are your official NBRC scores, and your official transcript if not yet submitted. There is a limit of one permit per person regardless of type.

Statistical Data

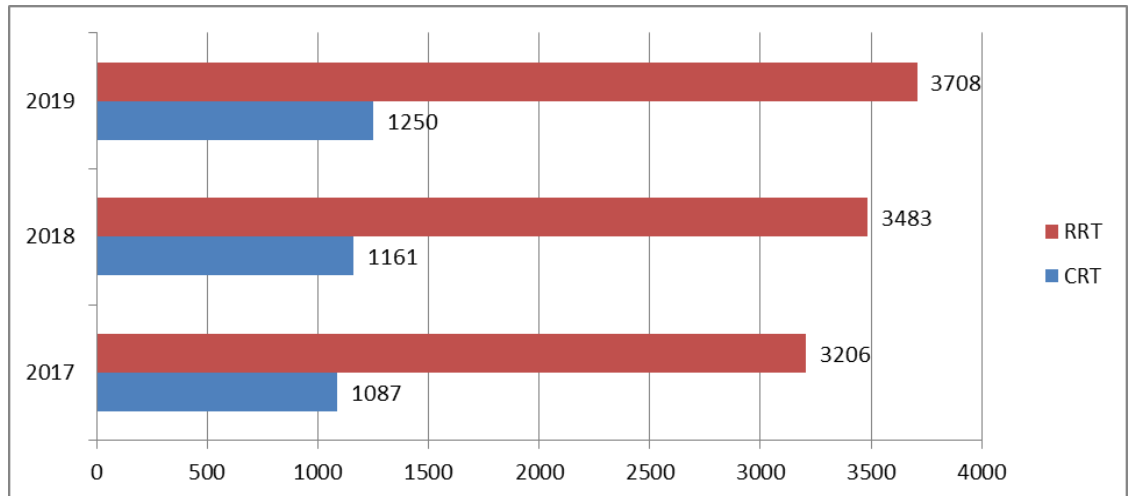
Applications by Type



License Status Changes



Currently Licensed



COMPLAINTS & DISCIPLINARY ACTIONS

Complaints

If you believe a practitioner's performance or behavior is not acceptable, you may file a complaint through Health Related Boards, Office of Investigations. For information on filing a complaint, please visit: <https://www.tn.gov/health/health-program-areas/health-professional-boards/report-a-concern.html>

You may contact the Complaint Divisions of the Department of Health at 1-800-852-2187 to request a complaint form or download one here: <https://www.tn.gov/content/dam/tn/health/documents/PH-3466.pdf>

The form must be completed in its entirety. All materials received in connection with the complaint will become property of the Department of Health and cannot be returned. Please return the complaint to:

Office of Investigations
665 Mainstream Drive, 2nd Floor, Suite 201
Nashville, TN 37243

Disciplinary Actions

A listing of monthly disciplinary actions taken by the Board of Examiners for Nursing Home Administrators can be found here: <https://www.tn.gov/health/health-program-areas/health-professional-boards/nha-board/nha-board/complaints.html>

LATEST LEGISLATIVE UPDATES

Public Chapter 61

This act states that an entity responsible for an AED program are immune from civil liability for personal injury caused by maintenance or use of an AED if such conduct does not rise to the level of willful or wanton misconduct or gross negligence. This act took effect on March 28, 2019.

Public Chapter 144

This act amends the Prevention of Youth Access to Tobacco and Vapor Products Act by limiting the places in which one may use vapor products. The act defines vapor products and prohibits the use of such products in a number of locations including child care centers, group care homes, healthcare facilities (excluding nursing homes), residential treatment facilities, school grounds, and several other areas. Several locations have specific exceptions set forth in the statute. This act took effect on April 17, 2019.

Public Chapter 195

The majority of this act pertains to boards governed by the Department of Commerce and Insurance. One small section applies to the health related boards. Currently, the health related boards have an expedited licensure process for military members and their spouses. Previously, a spouse of an active military member had to leave active employment to be eligible for this expedited process. This act removes that requirement. This section applies to all health related boards. The Commissioner of Health is permitted to promulgate rules, but rules are not needed to implement the act. This act takes effect July 1, 2019.

LEGISLATIVE UPDATES CONTINUED

Public Chapter 229

This act allows healthcare professionals to accept goods or services as payment in direct exchange of barter for healthcare services. Bartering is only permissible if the patient to whom services are provided is not covered by health insurance. All barter accepted by a healthcare professional must be submitted to the IRS annually. This act does not apply to healthcare services provided at a pain management clinic. This act took effect April 30, 2019.

Public Chapter 243

This act mandates that an agency that requires a person applying for a license to engage in an occupation, trade, or profession in this state to take an examination must provide appropriate accommodations in accordance with the Americans with Disabilities Act (ADA). Any state agency that administers a required examination for licensure (except for examinations required by federal law) shall promulgate rules in regard to eligibility criteria. This legislation was introduced to assist individuals with dyslexia. This act took effect May 2, 2019 for the purpose of promulgating rules, and for all other purposes, takes effect July 1, 2020.

Public Chapter 245

This act prohibits any person who is not licensed or certified by the Board of Nursing from using the title “nurse” or any other title that implies that the person is a practicing nurse. The Board is empowered to petition any circuit or chancery court having jurisdiction to enjoin: (1) a person attempting to practice or practicing nursing without a valid license; (2) a licensee found guilty of any of the acts listed in 63-7-115; or (3) any person using the title “nurse” who does not possess valid license or certificate from the Board. This act took effect May 2, 2019.

Public Chapter 303

This act amends the “Prevention of Youth Access to Tobacco and Vapor Products Act” to include “Smoking Hemp”. Its purpose is to prohibit the sale or distribution of smoking hemp products to, or purchase of smoking hemp products on behalf of, persons under the age of 18. This act takes effect on July 1, 2019. Public

Public Chapter 447

This act permits law enforcement agencies to subpoena materials and documents pertaining to an investigation conducted by the Department of Health prior to formal disciplinary charges being filed against the provider. This bill was brought by the Tennessee Bureau of Investigation. This act went into effect May 22, 2019.

QUESTIONS AND ANSWERS

Q: I have moved and/or changed my place of employment/residence. How do I update my address with the Board?

A: Changes in address must be submitted in writing to the Board's administrative office within 30 days. Please include your name, profession, license number, old address and new address. Please also specify if the change is to your mailing or practice address.

Q: How do I report a name change and/or request an updated license?

A: Changes in name must be submitted in writing to the Board's administrative office, along with documentation supporting the change (i.e. marriage certificate, divorce decree). Please include your name, profession and license number. If you wish to receive a duplicate copy of your license, reflecting the updated name, you must specify this in your request and include a check or money order in the amount of \$75.00 for each license type (i.e. Wallet/Renewal size or Wall size)

Q: I am applying for a license in another state and need primary source verification. How do obtain this?

A: Requests for license verification must be submitted in writing to the Board's administrative office. Please include your name, profession, license number and address which the verification must be sent. Some professions require a fee.

Q: Can I renew my license online?

A: Certainly! License renewals may be processed up to sixty (60) days prior to the license expiration date. Please visit <https://lars.tn.gov/datamart/mainMenu.do> and log in with your account information to renew your license online. Remember, you must first create an account before you are able to renew your license online.

Q: I am no longer practicing Respiratory Care Therapist How do I retire my license?

A: To retire your license, please complete the Affidavit of Retirement form, have it notarized and forward it to the administrative office. The form may be downloaded from the Board's website at: <http://tn.gov/assets/entities/health/attachments/PH-3460.pdf>. Please inquire with the Board office regarding requirements to reinstate a retired license.

Q: My license has expired. How do I reinstate my license?

A: Reinstatement of a license that has expired may be accomplished upon submitting all documentation listed on the reinstatement application section on page 4 and by meeting any requirements as set forth in rule 1330-01-.12 of the Respiratory Care board rules.

Q: Am I required to do continuing education to maintain my license?

- A. Pursuant to rule 1330-01-.12: Each therapist and assistant licensed by the Board must complete twelve (12) hours of approved continuing education every calendar year.
1. At least five (5) of those twelve (12) hours must pertain to the clinical practice of respiratory care or to research relating to the cardio-pulmonary system.
 2. At least one (1) of those twelve (12) hours must pertain to patient safety as defined by the T.J.C.
 3. At least one (1) of those twelve (12) hours must be a course focused on the professional or ethical standards required of respiratory therapists by their governing rules and statutes.
 4. The remaining five (5) hours may pertain to, among other topics, education or management.

Q: Why am I having trouble accessing my online account?

A: Our online licensing site lars.tn.gov works best when the following requirements are met:

1. The site must be accessed from a desktop or laptop computer. Lars is not compatible with any mobile device
2. When accessing from a desktop or laptop, use either Firefox or Google Chrome as the site is not compatible with Internet Explorer.
3. If you have not accessed the online site since May 2018, you will need to register as a new user. If you have accessed since then and are having trouble logging in. Please do not create a new account until you call our office for assistance.