

OHIO RESPIRATORY CARE BOARD

Application Instructions for Initial Limited Permit

The requirements for a limited permit will vary depending upon whether you are a student enrolled in a recognized respiratory care program or a recent graduate of a respiratory care program. It is important that you understand the basis from which you will begin your application process.

Currently Enrolled Students

Students enrolled and in-good-standing in a recognized respiratory care educational program may apply for a limited permit to practice respiratory care while completing their educational program. Practicing respiratory care in this sense means gainful employment, not clinical practice required as part of the planned course of study of a respiratory care educational program. Students, while engaged in clinical education, are exempt from needing a limited permit.

Recent Graduates

Graduates of a recognized respiratory care program may apply for a limited permit to practice respiratory care in Ohio if less than one year has passed since the date of graduation from the respiratory care program. A limited permit, if issued, is only valid until the one-year anniversary date of graduation. After the one year anniversary date, a limited permit holder must cease practicing respiratory care in Ohio. Once a graduate takes and passes the Certified Respiratory Therapist (CRT) Examination administered by the National Board for Respiratory Care, Inc. (NBRC) a license may be issued.

Completing an Application

Please read these instructions carefully. Incomplete applications will be returned!

- STEP 1** Complete all sections in BLUE or BLACK ink. DO NOT use pencil. If a section does not apply, please mark N/A.
- STEP 2** Sign and date the application.
- STEP 3** Have application **Notarized**.
- STEP 4** Mail the application, documentation and fees to the following address:

**Ohio Respiratory Care Board
77 South High Street, 16th Floor
Columbus, Ohio 43215-6108**

◆ DOCUMENTS WE NEED FOR:

YOUR LIMITED PERMIT

- < Application
- < Initial fee and renewal fee (if required)
- < Verification of Education form (for students)
- < Official Transcript (for graduates only)
- < State License Verification(s) (if coming from a licensed state)
- < Certified Court Documents - If Applicable

◆ HOW TO COMPLETE THE APPLICATION

To review the qualifications for a limited permit, read O.R.C. Section 4761.05 and O.A.C. rule 4761-6-01. To qualify for a limited permit, you **must** possess good moral character, be a student enrolled and in good-standing in a recognized respiratory care educational program or a graduate of a recognized educational program no more than one-year after the graduation date from the program.

Recognized programs are defined in rule 4761-4-01 of the Ohio Administrative Code, to wit:

- (1) Are accredited by or are under a letter of review from the committee on accreditation for respiratory care (CoARC) under the auspices of the commission of accreditation of allied health educational programs (CAAHEP) or their successor organization(s); and
- (2) Require a minimum of an associate degree or it's equivalent with a major in respiratory care.

Most sections on this form are self-explanatory. Those that may need some explanation are discussed below.

- PART A** Mailing address is where you would like mail to be sent. Permanent address may be the same as your mailing address or different if you have a permanent residence elsewhere.
- PART B** This section must be complete, including zip codes, counties, and dates of employment. Use extra paper if necessary
- PART C** Initial limited permits will expire on June 30 of each year, regardless of the original issue date. The initial fee for a limited permit is \$20.00. After January 1st, the board will waive the renewal fee for the following year cycle. We accept only checks or money orders. **DO NOT SEND CASH.** Make checks payable to the **Treasurer, State of Ohio.** *All fees are non refundable.*
- PART D** This section must completed by all applicants regardless of whether the application is student-based or graduation-based. Read O.A.C. rule 4761-4-01. If a graduate of a recognized respiratory care educational program, an "official transcript" must be mailed to the board by the educational institution. Enrolled students must have the director of the educational program complete a "Verification of Education" form.
- PART E** Most limited permit applicants have either failed to pass or have not taken the Certified Respiratory Therapist (CRT) examination offered by the National Board for Respiratory Care, Inc. This section, however, must be completed. If the examination has not been taken, report "NOT APPLICABLE" on the form, otherwise report dates and scaled score attained. Use additional paper, if required.
- PART F** To qualify for a limited permit in Ohio, you are required to establish proof of good moral character. Please answer all questions openly and honestly. If permits have been or are currently held in other states, a "verification of state license" form must mailed to each state for submission to Ohio. The Ohio Respiratory Care Board recommends that applicants contact other states to determine if fees are required for verification.

◆ FINAL NOTE

The aforementioned instructions briefly review the documentation requirements needed to process your application. Qualifications for a license or limited permit, including the specific recognition of examinations or education programs are completely covered in the laws and rules regulating the practice of respiratory care in Ohio. The board strongly encourages all applicants to read the law and rules before submitting a fee and completing this application.