

## INSTRUCTIONS FOR COMPLETING AN APPLICATION TO PRACTICE RESPIRATORY THERAPY IN VIRGINIA

*(This form has been designed to be used as a checklist when preparing to submit your application.)*

### **APPLICATION FEES ARE NONREFUNDABLE**

BEFORE YOU PROCEED, READ THE FOLLOWING POINTS CAREFULLY!

You should familiarize yourself with the qualifications required for a license by reviewing the laws and regulations governing the practice of respiratory therapy in Virginia. They can be found at:

[http://www.dhp.virginia.gov/medicine/medicine\\_laws\\_regs.htm](http://www.dhp.virginia.gov/medicine/medicine_laws_regs.htm)

The Board works as efficiently as possible to process applications. The time from filing an application with the Board until the issuance of a license is dependent upon entities over which the Board has no control. It is the applicant's responsibility to ensure that outside entities send the necessary documentation to the Board. You should not expect the process to take less than 2-3 months, so plan accordingly if you are pursuing a practice position in Virginia.

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 15 days for your application checklist be first updated on the Board's website. Supporting documentation will be added to your checklist as it is received. Processing of documents may take up to 10 business days after they are received. If you find your checklist does not exist or does not indicate necessary documents have been received, e-mail the Board at [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov) with "Respiratory Therapy Application Question" in the subject line. E-mails will be answered within 2 business days.

Your application checklist may be viewed by logging into your application and clicking on the "View Checklist" link located in the Pending Licenses section. This link will not be visible for applicants who have not yet paid the application fee. If you have submitted your application and required fee online, but no longer see your checklist listed in the Pending Licensing section, your license may have been issued by the Board. Please visit <https://www.license.dhp.virginia.gov/license/> and use your current User ID and Password to login and view your newly issued license. If you need technical assistance with your checklist contact the agency's helpdesk at 804-367-4444. The helpdesk cannot provide assistance regarding information about your documents.

Supporting documentation sent to the Board when there is no application on file will be purged after six months.

NB: Virginia law considers material misrepresentation of fact in an application for licensure to be a Class 1 misdemeanor. Misrepresentation may be by commission or omission. Be sure of your facts and provide full responses to the Board's questions.

PROCEEDING TO THE APPLICATION SIGNIFIES THAT YOU HAVE READ AND ACCEPT THE FOREGOING PRINCIPLES REGARDING THE BOARD'S PROCESSES.

You have selected to begin an initial application to practice as a Respiratory Therapist. If this license type is incorrect, please contact us at (804) 367-4444 for assistance.

Application requirements:

1. Complete the online application: <https://www.license.dhp.virginia.gov/apply/> which includes paying the nonrefundable application fee of \$130.00. Application fees may only be paid using Visa, MasterCard or Discover.

2. An applicant for a license to practice as a respiratory therapist shall provide original source documentation (not a copy) of **one** of the following:

1. Current credential as a Certified Respiratory Therapist (CRT) or a Registered Respiratory Therapist (RRT) from the National Board of Respiratory Care (NBRC) <https://onlineprod.nbrc.org/auth>; or
2. Graduation from an accredited educational program for respiratory therapists.

If you are providing documentation of graduation from an accredited educational program for respiratory therapists, you must have provided to the Board evidence that you have passed the NBRC entry level examination for respiratory therapy.

3 *Verification of Practice:* A completed Form B Activity Questionnaire or a letter of recommendation must be received from all locations of service, professional employment, observerships, professional research positions or professional volunteer service listed for the past 5 years. **If you practice as a traveler, have your employer send to the Board all of your locations of service within the past 5 years to include dates and locations. The Board must receive a completed form B from each location where you provided services as a respiratory therapist for the past 5 years.**

Form B's sent to the Virginia Board of Medicine by the applicant will not be accepted.

4. *License Verification:* Verification of respiratory therapist licenses or certificates to practice from all jurisdictions within the United States, its territories and possessions or Canada in which you have been issued a license, certification or registration must be received by the Board and must verify whether or not disciplinary action has been taken or is pending in that jurisdiction. **Please contact the applicable jurisdiction where you have been issued a license to practice respiratory therapy to inquire about having documentation forwarded to the Virginia Board of Medicine.** Verification must come from the jurisdiction and may be sent by email to [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov), faxed to (804) 527-4426 or mailed.

Please note:

- ▶ Applications not completed within 12 months may be purged without notice from the board.
- ▶ Additional information not already listed may be requested at any time during the process.
- ▶ Application fees are non-refundable.
- ▶ The Board's mailing address is **The Virginia Board of Medicine**  
Perimeter Center  
9960 Mayland Drive, Suite 300  
Henrico, VA 23233
- ▶ Email inquiries are normally responded to within 2 business days. Send your email inquiries to [medbd@dhp.virginia.gov](mailto:medbd@dhp.virginia.gov).
- ▶ Submission of an application does not guarantee a license. A review of your application could result in the finding that you may not be eligible pursuant to Virginia laws and regulations.

**PLEASE CHECK APPROPRIATE PROFESSION**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Acupuncturist         | <input type="checkbox"/> Athletic Trainer      | <input type="checkbox"/> BCaBA                   | <input type="checkbox"/> BCBA                              |
| <input type="checkbox"/> Genetic Counselor     | <input type="checkbox"/> Midwife               | <input type="checkbox"/> Occupational Therapist  | <input type="checkbox"/> Occupational Therapist Assistant  |
| <input type="checkbox"/> Physician Assistant   | <input type="checkbox"/> Polysomnographer      | <input type="checkbox"/> Radiologic Technologist | <input type="checkbox"/> Radiologic Technologist - LIMITED |
| <input type="checkbox"/> Radiologist Assistant | <input type="checkbox"/> Respiratory Therapist |  |  |

	<p><b>Virginia Department of Health Professions</b>                  Board of Medicine                  9960 Mayland Drive, Suite 300                  Henrico, Virginia 23233-1463</p>	<p>Phone: (804) 367-4600                  Fax: (804) 527-4426                  Email: <a href="mailto:medbd@dhp.virginia.gov">medbd@dhp.virginia.gov</a></p>
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Please provide name and address of organization/individual exactly as it appears on your application chronology

\_\_\_\_\_

Clearly print/type name of applicant

\_\_\_\_\_

Last 4 of Social Security Number: \_\_\_\_\_

The Virginia Board of Medicine, in its consideration of an applicant for licensure, depends on information from persons and institutions regarding the applicant's employment, training, affiliations, and staff privileges. Please complete this form to the best of your ability and return it to the Board by mail, fax or email so the information you provide can be given consideration in the processing of his/her application in a timely manner. I hereby authorize all hospitals, institutions or organizations, my references, personal physicians, employers (past and present), business and professional associates (past, and present) and governmental agencies and instrumentalities (local, state, federal or foreign) to release to the Virginia Board of Medicine any information, files or records requested by the Board in connection with the processing of my application.

Signature of Applicant \_\_\_\_\_

1. Date and type of service: This individual served with us as \_\_\_\_\_  
 from \_\_\_\_\_ to \_\_\_\_\_  
 (Month/Year) (Month/Year)

2. Please evaluate: (Indicate with check mark)

	Poor	Fair	Good	Superior
Professional knowledge				
Clinical judgment				
Relationship with patients				
Ethical/professional conduct				
Interest in work				
Ability to communicate				

3. Recommendation: (please indicate with check mark)

- Recommend highly and without reservation       Recommend as qualified and competent
- Recommend with some reservation (explain) \_\_\_\_\_
- Do not recommend (explain) \_\_\_\_\_

4. Of particular value to us in evaluating any applicant are any notable strengths and weaknesses (including personal demeanor). We would appreciate such comments from you. \_\_\_\_\_

5. The above report is based on: (please indicate with check mark)

- Close personal observation       General impression       A composite of evaluations
- Other: \_\_\_\_\_

Date (Required): \_\_\_\_\_

Signed by: \_\_\_\_\_

Print or type name: \_\_\_\_\_

Signator Contact Number: (\_\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_

*(This report will become a part of the applicant's file and may be reviewed by the applicant upon request.)*