CSRC Continuing Respiratory Education Program Policy

Purpose: to accredit and/or provide quality continuing education for Respiratory Care Practitioners in California and nationwide if the courses are approved by AARC.

Formats: Traditional – Provider directed such as educational seminars, workshops:
  Non-Traditional – Learner directed such as online, independent study;
Both formats are designed to accomplish educational objectives.

Credit Terminology: Contact hour is the correct term, not “ceu” and is accepted by the International Association for Continuing Education and Training (IACET).

California Law states:
§1399.349. Continuing Education Defined. "Continuing Education" means the variety of forms of learning experiences, including, but not limited to, lectures, conferences, academic studies, in-service education, institutes, seminars, home study, internet courses, and workshops, taken by respiratory care practitioners for licensure renewal. These learning experiences are meant to enhance the knowledge of the respiratory care practitioner in the practice of respiratory care in direct and indirect patient care. Continuing education does not include basic education or training needed to become a licensed RCP.

Credit Hours: Traditional: 60 minutes equals one contact hour
Traditional courses may offer partial credit for multiple sessions within an entire program.

Course Content: Acceptable topics may include:
• All areas addressed in the content matrix of the credentialing examinations of the National Board for Respiratory Care:
  o Certified Pulmonary Function Technologist (CPFT®)
  o Certified Respiratory Therapist (CRT®)
  o Neonatal/Pediatric Respiratory Care Specialist (CRT-NPS® or RRT-NPS®)
  o Registered Pulmonary Function Technologist (RPFT®)
  o Registered Respiratory Therapist (RRT®)
  o Sleep Disorders Testing and Therapeutic Intervention Respiratory Care Specialist (CRT-SDS® or RRT-SDS®)
  o Adult Critical Care Specialty (ACCS)
• All areas addressed in the content matrix of the Board of Registered Polysomnographic Technologists’ (BRPT) RPSGT® examination.
• All areas addressed in the content matrix of the National Asthma Educator Certification Board’s (NAECB) AE-C® examination.
• Emerging technology and its application in the delivery of respiratory care.
• Courses and/or programs may be accredited if the content of the course or program is not directly related to clinical practice but relates to the following:
  o Education, supervision, and management
  o Health care cost containment or cost management
  o Preventative health services and health promotion
  o Medical ethics and legal aspects of health care
  o Patient safety/infection control
  o Bioterrorism and emergency preparedness
Course content or program shall be relevant to the scope of practice of the respiratory care.

In-service education or institution orientation, policies, and procedures will not be approved for contact hours.
Course Criteria:

California law states:


Acceptable courses and programs shall meet the following criteria:

1. (a) The content of the course or program shall be relevant to the scope of practice of respiratory care. Credit may be given for a course that is not directly related to clinical practice if the content of the course or program relates to any of the following:

2. (1) Those activities relevant to specialized aspects of respiratory care, which activities include education, supervision, and management.

3. (2) Health care cost containment or cost management.

4. (3) Preventative health services and health promotion.

5. (4) Required abuse reporting.

6. (5) Other subject matter which is directed by legislation to be included in CE for licensed healing arts practitioners.

7. (6) Re-certification for ACLS, NRP, PALS, and ATLS.

8. (7) Review and/or preparation courses for credentialing examinations provided by the National Board for Respiratory Care, excluding those courses for entry-level respiratory therapy certification.

9. (b) The faculty shall be knowledgeable in the subject matter as evidenced by:

10. (1) A degree from an accredited college or university and verifiable experience in the subject matter, or

11. (2) Teaching and/or clinical experience in the same or similar subject matter.

12. (c) Educational objectives shall be listed.

13. (d) The teaching methods shall be described, e.g., lecture, seminar, audio-visual, simulation.

14. (e) Evaluation methods shall document that the objectives have been met.

15. (f) Each course must be provided in accordance with this Article.

16. (g) Each course or provider shall hold approval from one of the entities listed in subdivision (h) from the time the course is distributed or instruction is given through the completion of the course.

17. (h) Each course must be provided or approved by one of the following entities. Courses that are provided by one of the following entities must be approved by the entity’s president, director, or other appropriate personnel:

18. (1) Any post-secondary institution accredited by a regional accreditation agency or association recognized by the United States Department of Education.

19. (2) A hospital or health-care facility licensed by the California Department of Health Services.

20. (3) The American Association for Respiratory Care.

21. (4) The California Society for Respiratory Care (and all other state societies directly affiliated with the American Association for Respiratory Care).


27. (10) Any entity approved or accredited by the California Board of Registered Nursing or the Accreditation Council for Continuing Medical Education.

28. (i) Course organizers shall maintain a record of attendance of participants, documentation of participant’s completion, and evidence of course approval for four years.

29. (j) All program information by providers of CE shall state: "This course meets the requirements for CE for RCPs in California."

30. (k) All course providers shall provide documentation to course participants that includes participants name, RCP number, course title, course approval identifying information, number of hours of CE, date(s), and name and address of course provider.

31. (l) For quarter or semester-long courses (or their equivalent), completed at any post-secondary institution accredited by a regional accreditation agency or association recognized by the United States Department of Education, an official transcript showing successful completion of the course accompanied by the catalog’s course description shall fulfill the requirements in subdivisions (i), (j) and (k).
32. (m) The board may audit providers offering CE for compliance with the criteria set forth in this Article.

**Application – must be submitted no later than 30 days prior to course to avoid late fee**

**Fees:**

<table>
<thead>
<tr>
<th>Program Type</th>
<th>3 contact hrs or less</th>
<th>3 – 7 contact hrs</th>
<th>7 – 15 contact hrs</th>
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</thead>
<tbody>
<tr>
<td>Traditional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSRC Sponsored</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>CSRC Collaborative – includes CSRC assistance with event preparation, registration, etc. A 10% fee of the gross income less memberships generated will be applied during event reconciliation</td>
<td>$25</td>
<td>$35</td>
<td>$45</td>
</tr>
<tr>
<td>CSRC CE provider only</td>
<td>$40</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td>Late submission fee</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
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</tbody>
</table>

**Approval Process:**

**Traditional:**

A. Complete CSRC Application for Continuing Education and submit with fee

B. Provide course material including handouts, post-tests, evaluation

C. Provide certificate (if not using CSRC certificate); certificate needs to include the following: "This course meets the requirements for CE for RCPs in California", and, documentation to course participants that includes participants name, RCP number, course title, course approval identifying information, number of contact hours, date(s), and name and address of course provider.

D. CSRC to review material to:
   1. Verify course integrity
   2. Review course references
   3. Return to author for final edits

E. Course approval by CSRC – Program number issued to presenter.

D. Add to online platform

E. Apply for AARC approval

F. Develop digital library

G. Annual Course Review

**Payments and refunds:**

- Payments accepted: check, credit card, money order.
- Application review fees are not refundable.
- Bank dishonored checks subject to $35 fee.

Approved courses will be accredited for 1 year. Any changes to approved course will require re-application with fees.
Records Maintenance – for CSRC sponsored events, all records are maintained in the CSRC Office for 4 years. All other course sponsors are required to maintain all event records for 4 years. Records include all course materials, speaker information, attendance roster, approved application form, post-tests and evaluations.