

CHAPTER 262  
CONTINUING EDUCATION FOR RESPIRATORY CARE PRACTITIONERS

[Prior to 4/17/02, see 645—Chapter 261]

**645—262.1(152B,272C) Definitions.** For the purpose of these rules, the following definitions shall apply:

“*Active license*” means a license that is current and has not expired.

“*Approved program/activity*” means a continuing education program/activity meeting the standards set forth in these rules.

“*Approved sponsor*” means a person or an organization sponsoring continuing education activities, that has been approved by the board as a sponsor pursuant to these rules. During the time an organization, educational institution, or person is an approved sponsor, all continuing education activities of such organization, educational institution, or person shall be deemed automatically approved.

“*Audit*” means the selection of licensees for verification of satisfactory completion of continuing education requirements during a specified time period.

“*Board*” means the board of respiratory care examiners.

“*Continuing education*” means planned, organized learning acts designed to maintain, improve, or expand a licensee’s knowledge and skills in order for the licensee to develop new knowledge and skills relevant to the enhancement of practice, education, or theory development to improve the safety and welfare of the public.

“*Electronically transmitted*” means a program/activity that is videotaped, presented on the Iowa Communications Network (ICN), computer-based or other electronically based means that includes a posttest.

“*Hour of continuing education*” means at least 50 minutes spent by a licensee in actual attendance at and completion of approved continuing education activity.

“*Inactive license*” means a license that has expired because it was not renewed by the end of the grace period. The category of “inactive license” may include licenses formerly known as lapsed, inactive, delinquent, closed, or retired.

“*Independent study*” means a subject/program/activity that a person pursues autonomously that meets standards for approval criteria in the rules and includes a posttest.

“*License*” means license to practice.

“*Licensee*” means any person licensed to practice as a respiratory therapist in the state of Iowa.

**645—262.2(152B,272C) Continuing education requirements.**

**262.2(1)** The biennial continuing education compliance period shall extend for a two-year period beginning on April 1 of each even-numbered year and ending on March 31 of the next even-numbered year. Each biennium, each person who is licensed to practice as a licensee in this state shall be required to complete a minimum of 24 hours of continuing education approved by the board.

**262.2(2)** Requirements of new licensees. Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of 24 hours of continuing education per biennium for each subsequent license renewal.

**262.2(3)** Hours of continuing education credit may be obtained by attending and participating in a continuing education activity. These hours must be in accordance with these rules.

**262.2(4)** No hours of continuing education shall be carried over into the next biennium except as stated for the second renewal. A licensee whose license was reactivated during the current renewal compliance period may use continuing education earned during the compliance period for the first renewal following reactivation.

**262.2(5)** It is the responsibility of each licensee to finance the cost of continuing education.

**645—262.3(152B,272C) Standards.**

**262.3(1) General criteria.** A continuing education activity which meets all of the following criteria is appropriate for continuing education credit if the continuing education activity:

- a. Constitutes an organized program of learning which contributes directly to the professional competency of the licensee;
- b. Pertains to subject matters which integrally relate to the practice of the profession;
- c. Is conducted by individuals who have specialized education, training and experience by reason of which said individuals should be considered qualified concerning the subject matter of the program. At the time of audit, the board may request the qualifications of presenters;
- d. Fulfills stated program goals, objectives, or both; and
- e. Provides proof of attendance to licensees in attendance including:
  - (1) Date(s), location, course title, presenter(s);
  - (2) Number of program contact hours; and
  - (3) Certificate of completion or evidence of successful completion of the course provided by the course sponsor.

**262.3(2) Specific criteria.** Continuing education hours of credit may be obtained by:

a. Programs/activities that shall be of a clinical nature related to the practice of respiratory care. Clinical nature subject matter is described as basic clinical processes that include information beyond the basic licensure requirements applicable to the normal development and use of the clinical respiratory care practitioner. Any communication course must involve the actual application to the practice of the respiratory care practitioner.

b. Program presenters who will receive one hour of credit for each hour of presentation for the first offering of the continuing education program/activity.

c. Academic coursework that meets the criteria set forth in the rules and is accompanied by an official transcript indicating successful completion of the course. Continuing education credit equivalents are as follows:

1 academic semester hour = 15 continuing education hours

1 academic quarter hour = 10 continuing education hours

d. All courses offered by the American Association of Respiratory Care (AARC) continuing education programs/activities.

e. Attendance at or participation in a program or course which is offered or sponsored by an approved continuing education sponsor.

f. Maximums per biennium are as follows:

(1) No more than ten hours of approved independent study for continuing education requirements in a given continuing education compliance period.

(2) The following are approved for continuing education credit on a one-time basis per biennium and require a certificate of attendance or verification:

**CERTIFICATIONS:**

Advanced Cardiac Life Support	up to 12 hours
Basic Cardiac Life Support—Instructor	up to 8 hours
Basic Cardiac Life Support	up to 6 hours
Neonatal Resuscitation	up to 9 hours
Pediatric Advanced Life Support	up to 14 hours
Mandatory Reporting	up to 4 hours

## RECERTIFICATIONS:

Advanced Cardiac Life Support	up to 4 hours
Basic Cardiac Life Support	up to 2 hours
Neonatal Resuscitation	up to 3 hours
Pediatric Advanced Life Support	up to 3 hours

g. Unacceptable subject matter includes marketing, personal development, time management, human relations, collective bargaining and tours.

**645—262.4(152B,272C) Approval of sponsors, programs and activities for continuing education.**

**262.4(1) Approval of sponsors.** An applicant who desires approval as a sponsor of courses, programs, or other continuing education activities shall, unless exempted elsewhere in these rules, apply for approval to the board on the form designated by the board stating the applicant's educational history for the preceding two years or proposed plan for the next two years.

a. The form shall include the following:

- (1) Date(s), location, course title(s) offered and outline of content;
- (2) Total hours of instruction to be presented;
- (3) Names and brief statement of the qualifications of instructors which provides evidence that the instructor is qualified to teach the subject matter; and
- (4) Sample evaluation form(s).

b. Rescinded IAB 6/8/05, effective 7/13/05.

c. Attendance record report. The person or organization sponsoring an approved continuing education activity shall provide a certificate of attendance or verification to the licensee providing the following information:

- (1) Program date(s);
- (2) Course title and presenter;
- (3) Location;
- (4) Number of clock hours attended and continuing education hours earned;
- (5) Name of sponsor and sponsor number (if applicable);
- (6) Licensee's name; and
- (7) Method of presentation.

d. All approved sponsors shall maintain a copy of the following for a minimum of four years from the date of the continuing education activity:

- (1) Course title;
- (2) List of enrolled licensees' names and license numbers; and
- (3) Number of continuing education clock hours awarded.

e. The board may select program sponsors for audit. The purpose of the audit is to verify that the sponsor adheres to the continuing education provider requirements.

f. At the time of the audit, the program sponsor shall submit a summary of all continuing education programs conducted in the previous year that were attended by a licensee of the board. Information shall be provided on a form provided by the board and submitted within 30 days of the request. The evaluation summary shall not exceed two printed pages using Times Roman size 12 font. The equivalent of this page limit applies if the summary is provided electronically. The evaluation summary shall include:

- (1) The course title(s) and dates offered.
- (2) An aggregate summary of the evaluations for each course offering title. For courses offered more than once during the year, evaluation comments shall be an aggregate summary of all comments received for all times the title was offered.
- (3) A brief summary of the qualifications of the presenter(s) for each course offering.
- (4) Brief summary of course content.

g. If the board finds there is cause for revocation of the approval of an approved sponsor, the board shall give notice of the revocation to that sponsor by certified mail. The sponsor shall have the right to hearing regarding the revocation. The request for hearing must be sent within 20 days after the receipt of the notice of revocation. The hearing shall be held within 90 days after the receipt of the request for hearing. The board shall give notice by certified mail to the sponsor of the date set for the hearing at least 30 days prior to the hearing. The board shall conduct the hearing in compliance with rule 645—11.19(17A).

**262.4(2) Prior approval of programs/activities.** Rescinded IAB 6/8/05, effective 7/13/05.

**262.4(3) Review of programs.** Rescinded IAB 6/8/05, effective 7/13/05.

**262.4(4) Audit of continuing education report.** After each educational biennium, the board may audit licensees to review compliance with continuing education requirements.

a. The board may audit a percentage of its licensees and may, at its discretion, determine to audit a licensee. A licensee whose license renewal application is submitted during the grace period may be subject to a continuing education audit.

b. The licensee shall provide the following information to the board for auditing purposes:

- (1) Number of contact hours for program attended; and
- (2) Individual certificate of completion issued by the sponsor to the licensee or evidence of successful completion of the course from the course sponsor that includes date, location, title, sponsor number and sponsor contact hours.

c. For auditing purposes, all licensees must retain the information identified in 262.4(4) “b” for two years after the biennium has ended.

d. Information identified in 262.4(4) “b” must be submitted within one month after the date of notification of the audit. Extension of time may be granted on an individual basis.

e. If the submitted materials are incomplete or unsatisfactory, the licensee may be given the opportunity to submit make-up credit to cover the deficit found through the audit if the board determines that the deficiency was the result of good-faith conduct on the part of the licensee. The deadline for receipt of the documentation for this make-up credit is 120 days from the date of mailing to the address of record at the board office.

f. Failure to notify the board of a current mailing address will not absolve the licensee from the audit requirement, and an audit must be completed before license renewal.

**262.4(5) Voluntary relinquishment.** Rescinded IAB 6/8/05, effective 7/13/05.

**645—262.5(152B,272C) Automatic exemption.** A licensee shall be exempt from the continuing education requirement during the license biennium when that person:

1. Served honorably on active duty in the military service; or
2. Resided in another state or district having continuing education requirements for the profession and met all requirements of that state or district for practice therein; or
3. Was a government employee working in the licensee’s specialty and assigned to duty outside the United States; or
4. Was absent from the state but engaged in active practice under circumstances which are approved by the board.

**645—262.6(152B,272C) Reinstatement of lapsed license.** Rescinded IAB 6/8/05, effective 7/13/05.

**645—262.7(152B,272C) Grounds for disciplinary action.** The board may take formal disciplinary action on the following grounds:

**262.7(1)** Failure to cooperate with a board audit.

**262.7(2)** Failure to meet the continuing education requirement for licensure.

**262.7(3)** Falsification of information on the license renewal form.

**262.7(4)** Falsification of continuing education information.

**645—262.8(152B,272C) Continuing education exemption for inactive practitioners.** Rescinded IAB 6/8/05, effective 7/13/05.

**645—262.9(152B,272C) Continuing education exemption for disability or illness.** A licensee who has had a physical or mental disability or illness during the license period may apply for an exemption. An exemption provides for an extension of time or exemption from some or all of the continuing education requirements. An applicant shall submit a completed application form approved by the board for an exemption. The application form is available upon request from the board office. The application requires the signature of a licensed health care professional who can attest to the existence of a disability or illness during the license period. If the application is from a licensee who is the primary caregiver to a relative who is ill or disabled and needs care from that primary caregiver, the physician shall verify status as the primary caregiver. A licensee who applies for an exemption shall be notified of the decision regarding the application. A licensee who obtains approval shall retain a copy of the exemption to be presented to the board upon request.

**262.9(1)** The board may grant an extension of time to fulfill the continuing education requirement.

**262.9(2)** The board may grant an exemption from the continuing education requirement for any period of time not to exceed two calendar years. If the physical or mental disability or illness for which an extension or exemption was granted continues beyond the period initially approved by the board, the licensee must reapply for a continuance of the extension or exemption.

**262.9(3)** The board may, as a condition of any extension or exemption granted, require the licensee to make up a portion of the continuing education requirement in the manner determined by the board.

**645—262.10(152B,272C) Reinstatement of inactive practitioners.** Rescinded IAB 6/8/05, effective 7/13/05.

**645—262.11(152B,272C) Hearings.** Rescinded IAB 6/8/05, effective 7/13/05.

These rules are intended to implement Iowa Code section 272C.2 and chapter 152B.

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