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**Rules of**  
**Department of Economic Development**  
**Division 255—Missouri Board for Respiratory Care**  
**Chapter 4—Continuing Education Requirements**

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 255—Missouri Board for  
Respiratory Care  
Chapter 4—Continuing Education  
Requirements**

**4 CSR 255-4.010 Continuing Education  
Requirements**

*PURPOSE:* This rule details the continuing education that will be required for renewal of a license to practice as a respiratory care practitioner.

(1) As a condition for renewal of a license, all respiratory care practitioners are required to complete twelve (12) hours of approved continuing education in the practice of respiratory care as defined by section 334.800(11), RSMo in the year preceding renewal of the license. No more than six (6) hours credit will be awarded for home study per renewal period. The licensee is exempt from continuing education requirements for the first renewal period after initial licensing.

(A) In the event that additional time is needed to complete the continuing education requirements due to reasons of health, military service or foreign residency the licensee shall notify the board in writing. The board may extend the time requirements for completion of continuing education up to six (6) months.

(2) A continuing education hour includes but is not limited to:

(A) Fifty (50) minutes of attendance in an approved meeting or program;

(B) Fifty (50) minutes of instruction in an approved in-service training program;

(C) Fifty (50) minutes of study in an approved home study course with a testing mechanism;

(D) Twenty-five (25) minutes of presentation in a program, conference or seminar. No credit shall be granted for any subsequent presentations on the same subject matter during the same renewal period; and

(E) Completion of academic course work in respiratory care with one (1) credit hour equaling twelve (12) continuing education hours.

(3) Requests for approval of continuing education shall be submitted on a form provided by the board and shall include:

(A) The type of educational activity;

(B) The subject matter of the activity with objectives and goals;

(C) The number of continuing education hours offered;

(D) The names and qualifications of the instructors; and

(E) The location, date and time of the activity.

(4) The applicant shall be notified in writing of the board's decision.

(5) Programs approved by the American Association for Respiratory Care (AARC) and its state affiliates shall be considered approved activities for completion of the continuing education hours.

(6) Once an application for approval has been granted by the board, reapproval shall not be required for each subsequent presentation of the educational activity so long as the educational activity has not changed. If any portion of the activity has changed, reapplication must be made.

(7) Continuing education hours shall not be awarded for regular work activities, administrative staff meetings, case staffing or reporting, membership in or holding office in, or participation on boards or committees, business meetings of professional organizations, or training specifically related to policies and procedures of an agency. Exceptions to this rule are in-service training programs approved by the board.

(8) A licensee shall be responsible for maintaining his/her records of continuing education activities. Each licensee shall maintain for a period of four (4) years, documentation verifying completion of the appropriate number of continuing education hours for each renewal period.

(9) Upon request of the board, the licensee shall provide all documentation of completion of continuing educational activities. Documentation of the continuing education may consist of—

(A) Certificates or affidavits provided by the program;

(B) Receipts for fees paid to the sponsor;

(C) American Association for Respiratory Care or its successor organization(s) report of continuing education credits;

(D) Educational transcripts from an accredited respiratory care educational program; or

(E) A letter from the board showing approval of the continuing education hours and documentation of attendance at said program.

(10) If the documentation of the continuing educational activity is not clearly identifiable

as appropriate continuing education, the board shall request a written description of the activity and how it pertains to the practice of respiratory care as defined in section 334.800(11), RSMo. If the board determines that the activity is not acceptable as continuing education the licensee will be given ninety (90) days in which to replace the hours not allowed. Those hours will be considered replacement hours and will not be allowable for submission upon renewal.

*AUTHORITY:* sections 334.800, 334.840.2, 334.850, 334.910, and 334.920, RSMo Supp. 1997.\* Original rule filed June 25, 1998, effective Jan. 30, 1999.

\*Original authority: 334.800, RSMo 1996; 334.840, RSMo 1996; 334.850, RSMo 1996; 334.910, RSMo 1996; and 334.920, RSMo 1996.