

INSTRUCTIONS FOR FILING APPLICATION FOR AN EDUCATIONAL PERMIT

An educational permit will authorize a person to practice respiratory care under the direct supervision of a licensed respiratory care practitioner for a period during the applicant's course of study and up to a period of six months after the date of graduation.

PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY

Use the checklist on the reverse side to confirm you have provided all necessary documents.

1. All applications must be typed or printed **LEGIBLY in BLACK INK** and returned to the Missouri Board for Respiratory Care, PO Box 1335, Jefferson City, MO 65102, with the \$15.00 application fee (please make checks payable to **Missouri Board For Respiratory Care**).
2. All questions must be answered completely.
3. The applicant's signature **MUST** be notarized.
4. One current head and shoulders (2" X 2") photograph must be submitted with the application. Please print your name on the back of each photograph.
5. You must complete the Verification of Education and Registration of Supervision forms.
6. The applicant must submit a copy of the receipt from Cogent substantiating proof of fingerprinting.
7. The applicant must complete the section entitled "Licensure, Certification of Registration"; even if no charges have been imposed. If any question(s) is/are answered "yes", please explain fully and attach copies of all pertinent court and/or police documents.
8. If you are or have ever been licensed, certified, registered or been granted a permit as a respiratory care practitioner by another state, territory of the United States, or province or country, request that verification of your license, registration, certification or permit be submitted by each state, territory, province, or country upon the provided **Verification of Licensure** form. This form must also be received directly from the other state(s), territory, country, or province in which a license, certification, registration or permit was held. Copies will not satisfy this request.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (573) 522-5864.

THANK YOU

ALL QUESTIONS ON THE APPLICATION MUST BE ANSWERED.

ALL INFORMATION MUST BE RECEIVED BEFORE YOUR APPLICATION CAN BE COMPLETED.

ALL FEES ARE NON REFUNDABLE

**PLEASE ALLOW NO LESS THAN 30 DAYS FOR
PROCESSING OF YOUR APPLICATION BEFORE
CONTACTING THIS OFFICE!!**

**Missouri Board for Respiratory Care
Educational Permit
Applicant's Check List**

The following documents are required and your application will not be processed if any of them are missing or incomplete

- Application for Permit form, all required areas completed, signed, notarized, 2"x2" recent photograph of applicant (head and shoulders only) attached.
- Check for the \$15.00 permit fee made payable to the **MISSOURI BOARD FOR RESPIRATORY CARE**
- The applicant must submit a copy of the receipt from Cogent substantiating proof of fingerprinting.
- Verification of Education form showing that you are currently enrolled in a nationally accredited school of respiratory care
- Verification of licensure from another state, if applicable
- Registration of Supervision form, signed by supervisor or prospective supervisor

When all the required documents are received and approved, a letter will be issued by the Board office stating your eligibility for employment while criminal history background check is being completed.