

**INSTRUCTIONS FOR FILING APPLICATION FOR LICENSURE
AS A RESPIRATORY CARE PRACTITIONER**

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 \$40.00 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 request that the National Board for Respiratory Care (NBRC) send verification of your credentials directly to the Missouri Board for Respiratory Care (**Copies of certificates or wallet cards issued by the NBRC are not acceptable**).
6. The applicant must submit a copy of the receipt from Cogent substantiating proof of fingerprinting.
7. 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.
8. 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.

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

<p>All fees are deposited upon receipt. However, deposit of the fee submitted with this application does not signify that the application is accepted. If the application is incomplete for any reason, it will be the applicant's responsibility to correct any deficiencies.</p>

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

**Missouri Board for Respiratory Care
Respiratory Care Practitioner
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 Licensure as a Respiratory Care Practitioner, all required areas completed, signed, notarized, 2"x2" recent photograph of applicant (head and shoulders only) attached.
- Check for the \$40.00 license 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 licensure from another state, if applicable (see item #7 on instructions).
- I have requested verification of my credentials from the National Board for Respiratory Care (**Phone: 913-599-4200, www.nbrc.org**) sent directly from NBRC to the Missouri Board.

When all the required documents are received and approved, the Board office will issue a letter stating your eligibility for employment. Issuance of your license may require up to 4 months due to unavoidable delays in the processing of the criminal history background checks by the Missouri State Highway Patrol.