

BOARDS AND COMMISSIONS

Board of Respiratory Care (Amended at ARRS Committee)

201 KAR 29:050. Continuing education requirements.

RELATES TO: KRS 314A.110(6), 314A.115, 314A.225

STATUTORY AUTHORITY: KRS 314A.115, 314A.205(3)

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of 2025 RS HB 6, Section 8, because the amendments to this administrative regulation will not have a major economic impact.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 314A.205(3) requires the board to promulgate administrative regulations to carry out the provisions of KRS Chapter 314A. KRS 314A.115 requires the submission of proof of continuing education in order to renew certification as prescribed by the board in administrative regulations. KRS 314A.110(6) requires applicants seeking reinstatement to comply with continuing education requirements. This administrative regulation delineates the requirements for continuing education and prescribes methods and standards for the accreditation of continuing education courses.

Section 1. Definitions.

- (1) "AARC" means American Association for Respiratory Care.
- (2) "Academic courses" means courses offered by an accredited postsecondary institution including:
 - (a) A respiratory care course, designated by a respiratory care course number of 400 or greater, intended for students who have already received an associate's or bachelor's degree in respiratory care, and who have already passed a National Board for Respiratory Care or its equivalent entry-level certification examination; and
 - (b) An academic course applicable to respiratory care practice and appropriate for the respiratory care practitioner employed in the areas of clinical practice, administration, education, or research.
- (3) "Continuing education unit" means sixty (60) contact minutes of participating in continuing education experiences.
- (4) "Offering" means an organized learning experience:
 - (a) Planned and evaluated to meet behavioral objectives; and
 - (b) Presented in one (1) session or in a series.
- (5) "Relevant" means having content applicable to the practice of respiratory care.
- (6) "Sponsor" means an individual or organization, other than AARC, applying for approval of continuing education programs.
- (7) "Successful completion" means that the practitioner has:
 - (a) Satisfactorily met and can appropriately document the specific requirements of the offering; and
 - (b) Earned the continuing education units.

Section 2. Accrual of Continuing Education Units Mandatory; Computation of Accrual.

- (1) A minimum of twenty-four (24) continuing education units shall be accrued by each person holding mandatory certification during the two (2) year certification period for renewal, and at least one (1) hour of which shall be in or relevant to ethics in the field of respiratory care.
- (2) The certification period shall be January 1 of one (1) year through December 31 of the following calendar year, regardless of when a mandatory certificate is issued.
- (3) All units shall be in or relevant to the field of respiratory care.

Section 3. Methods of Acquiring Continuing Education Units. Continuing education units applicable to the renewal of the mandatory certificate shall be directly relevant to the professional growth and development of the respiratory care practitioner. Units may be earned by completing:

- (1)
 - (a) Academic courses; and
 - (b) Academic credit equivalency for continuing education units shall be based on one (1) credit hour = fifteen (15) continuing education units;
- (2) Continuing education units approved by AARC;
- (3) Continuing education units offered by other organizations or institutions approved by the board or the executive director in accordance with this administrative regulation; or
- (4) Scientific and educational lectures, workshops, or seminars presented by a person holding a mandatory certificate.
 - (a) A maximum of double the continuing education units offered may be credited for scientific and educational lectures, workshops, or seminars presented by the certificate holder.
 - (b) Credit shall not be issued for repeated instruction of the same course.

Section 4. Procedure for Preapproval of Sponsors.

- (1) A sponsor desiring approval of a continuing education offering prior to attendance shall apply for approval to the board at least forty-five (45) days in advance of the date of the offering, on the Application for Continuing Education Approval stating the type of learning activity, the subject matter, the date and time of the program, and the names and qualifications of the instructors. A continuing education activity shall be approved if the board or the executive director determines that the activity being presented:
 - (a) Is an organized program of learning;
 - (b) Pertains to subject matters which are integrally relevant to the practice of respiratory care;
 - (c) Contributes to the professional competency of the certificate holder; and
 - (d) Is conducted by individuals who have educational training, or experience acceptable to the board.
- (2) A nonrefundable and one(1)time fee of twenty-five (25) dollars shall be charged for each continuing education offering. Alternatively, a sponsor may pay a fee of \$100, which shall satisfy the fee requirement for all preapproval submissions by that sponsor for the full calendar year in which the fee is paid.
- (3) Board approval of a continuing education offering shall expire two (2) years from the date of approval.
- (4) A continuing education offering shall be approved in increments of no less than thirty (30) minutes.
- (5) Product based continuing education offerings shall be approved for a maximum of up to two (2) continuing education units per product.
- (6) The board or the executive director may choose not to approve a sponsor's offerings if it is determined that the sponsor engaged in fraud, deceit, or misrepresentations concerning any continuing education offerings.

Section 5. Procedure for Postapproval of an Individual Holding a Mandatory Certificate.

- (1) An individual holding a mandatory certificate desiring postapproval of a continuing education offering shall, within ninety (90) days after the date the continuing education program is conducted, submit an Application for Continuing Education Approval stating the type of learning activity, the subject matter, the date and time of the program, and the names and qualifications of the instructors. A continuing education activity shall be postapproved if the board or the executive director determines that the activity presented:
 - (a) Was an organized program of learning;

- (b) Pertained to subject matters which are integrally relevant to the practice of respiratory care;
 - (c) Contributed to the professional competency of the certificate holder; and
 - (d) Was conducted by individuals who have the requisite educational training, or experience.
- (2) Board approval of a continuing education offering shall expire two (2) years from the date of approval.
 - (3) A continuing education offering shall be approved in increments of no less than thirty (30) minutes.
 - (4) Product based continuing education offerings shall be approved for a maximum of up to two (2) continuing education units per product.
 - (5) The board or the executive director may choose not to approve an individual's offerings if it is determined that the individual engaged in fraud, deceit, or misrepresentations concerning any continuing education offerings.

Section 6. All continuing education units and academic courses shall be preapproved or postapproved for credit.

- (1) If a continuing education unit is approved by AARC, it shall be considered preapproved.
- (2) An academic course shall be postapproved upon completion of the course.

Section 7. Responsibilities and Reporting Requirements of Certificate Holders. A certificate holder shall be responsible for obtaining required continuing education units. The certificate holder shall identify their continuing education needs, take the initiative in seeking continuing professional education activities to meet these needs, and seek ways to integrate new knowledge, skills, and attitudes. Each person holding mandatory certification shall:

- (1) Select board approved activities by which to earn continuing education units; and
- (2) Maintain all documentation verifying successful completion of continuing education units for a period of three (3) years from conclusion of the certification period in which the continuing education unit was obtained.

Section 8. Audit Procedures.

- (1) In January following the certification period, the board or the executive director shall:
 - (a) Initiate an audit of a minimum of fifteen (15) percent of certificate holders who were designated to complete continuing education by December 31 of the preceding year; and
 - (b) Notify the individuals selected for audit in writing on or before February 10 of the year in which the audit is conducted.
- (2) Each certificate holder chosen for an audit shall furnish documentation of completion of continuing education units for the certification period by March 1 of the year in which the audit is conducted. Documentation shall include:
 - (a) Official transcripts for completed academic courses;
 - (b) A copy of the program showing an individual as a presenter of scientific and educational lectures, workshops, or seminars;
 - (c) Official verification from an official Registrar for academic courses taught; or
 - (d) Completion certificates or cards, including a course number, for relevant offerings whether preapproved or postapproved.
- (3) Each certificate holder chosen for an audit shall also submit a Continuing Education Audit Verification Form by March 1 of the year in which the audit is conducted.
- (4) Failure to fully comply with the provisions of this administrative regulation shall constitute unprofessional conduct as set forth in KRS 314A.225 and may result in the filing of an agency-initiated complaint pursuant to KRS 314A.225 and 201 KAR 29:030, Section 2(3).

Section 9. Temporary Certificate Holders; Limited Mandatory Certificate Holders; Expired and Inactive Certificates. Continuing education requirements shall not apply to the holders of a temporary certificate, a limited mandatory certificate, an expired certificate, or an inactive certificate.

Section 10. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Application for Continuing Education Approval", 4/07/2025; and

(b) "Continuing Education Audit Verification Form", 4/17/2025.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Board of Respiratory Care, 1714 Perryville Road, Suite 200, Danville, Kentucky 40422, Monday through Friday, 8 a.m. to 4:30 p.m. EST. This material is also available at <https://kbrc.ky.gov/Pages/Applications-and-Forms.aspx#apps>.

(201 KAR 029:050. 19 Ky.R. 838; Am. 1072; eff. 11-9-92; 2089; eff. 4-21-93; 27 Ky.R. 3135; 28 Ky.R. 70; eff. 7-16-2001; 30 Ky.R. 391; 858; eff. 10-15-03; 32 Ky.R. 2328; eff. 9-1-06; 38 Ky.R. 300; 787; 897; eff. 11-16-11; TAm 8-2-2013; Crt eff. 12-6-2019; 52 Ky.R. 473, 959; eff. 1-22-2026.)

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CONTACT PERSON: Morgan G. Ransdell, Board Attorney, Kentucky Board of Respiratory Care, 1714 Perryville Rd, Suite 200, Danville, Kentucky 40422; phone (502) 665-9600, email Morgan.Ransdell@ky.gov.