Kansas State Board of Healing Arts

Respiratory Therapy: Licensing

Rebekah Moon – Licensing Administrator
Chandni Bhakta – Deputy Licensing Administrator
Disclaimer

The Office of the General Counsel does not render legal advice or services to private individuals or entities. All statements are intended as general guidance and do not necessarily represent the position of the Board. No warranties or representations are made regarding the completeness or adequacy of the information provided. You should not construe this general guidance as legal advice or the establishment of an attorney-client relationship. It is necessary that you obtain independent legal counsel for an application of the law to your particular situation.
Roadmap

General Overview of KSBHA

Licensing

COVID-19
<table>
<thead>
<tr>
<th>State</th>
<th>Regulatory Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas</td>
<td>Kansas State Board of Healing Arts</td>
</tr>
<tr>
<td>Missouri</td>
<td>Missouri Division of Professional Registration: Board for Respiratory Care</td>
</tr>
<tr>
<td>Nebraska</td>
<td>Nebraska Department of Health and Human Services</td>
</tr>
<tr>
<td>Colorado</td>
<td>Colorado Department of Regulatory Agencies: Colorado Office of Respiratory Therapy</td>
</tr>
<tr>
<td>Oklahoma</td>
<td>Oklahoma Medical Board</td>
</tr>
</tbody>
</table>
The Board’s Mission

To protect the public by authorizing only those persons who meet and maintain certain qualifications to be licensed in the healthcare professions regulated by the Board.

To protect the public from incompetence or unprofessional conduct by persons who have been licensed to practice in Kansas and from unauthorized practice by persons and entities who have not been licensed to practice in Kansas.
Board Members

- Appointed by the Governor
- 4 year term; 3 term limit
- 15 total members
  - 5 MDs
  - 3 DOs
  - 3 DCs
  - 1 DPM
  - 3 public members
Board Meetings

SECOND FRIDAY OF EVERY OTHER MONTH (FEB., APRIL, JUNE, AUG., OCT., DEC.)

OPEN TO THE PUBLIC, STREAMED LIVE ON YOUTUBE, TELECONFERENCE

NEXT MEETING IS OCTOBER 9, 2020

JOHN SETTICH, PHD (PRESIDENT); THOMAS ESTEP, M.D. (VICE PRESIDENT)
32,379
Advises the Board in carrying out the provisions of the RT Practice Act

7 council members
- 3 RTs
- 2 Public members
- 1 Physician
- 1 Board President or designee

Meetings held quarterly
- Next meeting is October 1, 2020
KSBHA Department Overview
Licensing Department Overview

Applications
Initial, Renewal, Reinstatements & Conversions

Maintenance
Upkeep of licensee information in the agency database

Point of Contact
Main point of contact throughout the application process

License Verification
Verification of licensure to state boards, employers, and other third parties

Presentations
Outreach and education presentations
APPLICATION
Application Process

1. Submission of Initial Application to the KSBHA
2. Accounting - Process of Payment
3. Licensing - Review of Application (in order of date received)
   - Missing Items: Missing Requirement Letter (MRL) sent by email
   - Legal Review
   - If items still missing
   - Once missing items received
   - Complete Application: Goes to Specialist for Final Review. Ensures accuracy and completeness
   - Approved: Issued license, permit or certificate.
     - New license letter sent via email
     - Agency webpage updated
     - Wall certificate mailed
Respiratory Therapy License Application

$80 APPLICATION
$25 TEMP
$15 SPECIAL PERMIT
$3 NPDB

APPLY 2-3 MONTHS PRIOR TO GRADUATION

WWW.KSBHA.ORG
Special Permit

Available to students enrolled in an approved school of respiratory therapy.

- Must be under the supervision of licensed RT
- Expires 30 days after date of graduation or otherwise ceases to be enrolled
- Identify yourself as a “Student Respiratory Therapist” or “Student RT”
Temporary License

Available to applicants who meet all requirements for licensure but have not yet taken the NBRC exam.

- A Letter of Completion will be accepted in lieu of an official transcript.
- Only one temporary license may be issued; expires 6 months after the date of issuance or upon receipt of licensure, whichever occurs first.
Application Requirements

- Fees
- Full legal name and all other names used
- Contact information
- All postsecondary schools attended
- All employment during the past 5 years
- All healthcare licenses, registrations or certifications
- Recommendation by a peer (1+ years)
- Professional school certification with school seal or notary
- Recent wallet sized photo (2x3)
- Attestation questions (+ documentation if “yes”)
- Signed and notarized Oath
- Signed and notarized Third Party Release
- Official transcript with final degree awarded
- Exam scores from NBRC
Application Guidance & Tips

**Application Submission**
- Consider tracking or signature confirmation service for mailed items
- Allow at least 2 weeks for the application to be processed
- Analyst will contact you via email after the application has been reviewed
- Applications will not be fully processed if fees are not included

**Information & Documents**
- Complete all portions of the application in full
- Ensure documents are primary source received, when applicable
- Provide supporting documents for any “yes” answers on attestation questions
- Submit documentation of name change if more than one name is used

**Processing Time**
- Time of issuance will vary
- Longest delay is waiting for 3rd party documents
- If application is sent for legal review expect a delay
- Stay in contact with the analyst processing your application
- Ensure we have the most current contact information
Renewal

- Annual renewal
- February 15 – April 30
- Online (or paper by request) $72
- Late renewal April 1 – April 30 (additional late fee)
- If licensed prior to January 1, you will renew March of the following year
- If you have not renewed your license, on May 1 your license is cancelled.

Cannot practice on a cancelled license.
Continuing Education

• 12 hours of CEs since April 1 of the previous year
• Continuing education must be related to the field of respiratory therapy or similar area
• If license after Sept. 30 and before March 31, exempt from CEs for first renewal

See K.A.R. 100-55-7 for continuing education requirements for RTs.
Audits

• Random audits for compliance with continuing education.
• If incompliant, you may be subject to disciplinary action.
• If you do not respond to the audit, you may be subject to disciplinary action.
<table>
<thead>
<tr>
<th>Changes Within the Past Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes to the temporary license final review process</td>
</tr>
<tr>
<td>Universal impairment question for initial, renewal, and reinstatement applications for all professions</td>
</tr>
<tr>
<td>Restructuring of licensing department in Fall 2019</td>
</tr>
<tr>
<td>Wallet cards now available only through the online portal</td>
</tr>
<tr>
<td>Online portal button added to website</td>
</tr>
</tbody>
</table>
Changes Ahead…

- Revising all initial, renewal, reinstatement applications
- Creating online initial applications
- Revisions to FAQs
Board Guidance Statements

Technical violations of the Healing Arts Act or other applicable practice act by healthcare providers that do not endanger or defraud the public, which are committed in the course of good faith COVID-19 response efforts during the Kansas emergency declaration period, will generally not be treated as a disciplinary matter by the Board.
If the Board finds that any licensee has taken advantage of the COVID-19 crisis for personal gain in a fraudulent, misleading, or unethical manner that constitutes unprofessional conduct under the Healing Arts Act, the Board will consider such conduct to be an aggravated violation of the Healing Arts Act or other applicable practice act and will exercise its full authority to impose discipline for such conduct, including suspension or revocation.
Contact Information

Chandni Bhakta
Deputy Licensing Administrator
Kansas State Board of Healing Arts
800 SW Jackson Lower Level – Suite A
Topeka, KS 66612
Chandni.Bhakta@ks.gov

Rebekah Moon
Licensing Administrator
Kansas State Board of Healing Arts
800 SW Jackson Lower Level – Suite A
Topeka, KS 66612
Rebekah.Moon@ks.gov
Thank you