

Directions for CSRC Application for Live Continuing Education

Overview

- The CSRC Education Committee, Finance Committee, and Executive Office (EO) reviews all applications per California Respiratory Care Board (RCB) and Board of Registered Nursing California Code of Regulations (CCR).
- The CSRC issues live CE hours via:
 - CSRC Program Chair or Region President for regional events
 - Collaboration with an outside organization, hospital, etc. (collaboration)
 - Program number only as an approving entity per RCB CCR [1399.352\(h\)\(4\)](#)
 - Vendor entities or individuals (sponsored)
- CSRC will provide:
 - Marketing for collaborations will be via website, email blast announcements, reminders, and social media
 - Registration processing and fee collection services
 - Post-test and course evaluation processing
 - Certificate of completion to licensed attendees available on Learning Management System for four weeks post-event.
- Within 15 days post-event completion, the course roster, post-tests, and evaluations must be submitted to the EO. Digital formats are prioritized.

Event Coordinator (Applicant)

At least one applicant planning the event must hold at least one RCP credential below:

- CRT or RRT[®] ; RRT-ACCS[®] ; CPFT, RPFT[®] ; RRT-NPS[®] RPSGT[®] ; AE-C[®] ; RRT-SDS[®]
- Completed CSRC Application for Live Continuing Education sent no less than 90 days before the event with all required fees paid.
- Incomplete applications will be returned to the sender and will be approved once revisions are complete.
- CSRC Committee approvals are required at least 60 days before the education event.
- Events offering CE hours must be approved before advertising the event.

Approval and Event Process

- **For Program number only events** (ie Respiratory Care Dpt Skills Day)
 - Program number will be provided once application is approved; valid for one year from approval date.
 - Per RCB CA Code of Regulation [1399.352\(k\)](#), CE certificate must include: attendee name, RCP license number, course title, delivery method (i.e, in-person, online, live-on-line), entity approving the course (CSRC), program # provided by CSRC, number of CE hours awarded, date CE Hours awarded, name and address of event coordinator who applied for this event.
 - Post-evaluations must include whether all objectives were met per RCB CCR [1399.352\(e\)](#)
 - CE template will be provided, if requested.
- **For Collaborations**
 - Signed Memorandum of Understanding (MOU) issued by the Executive Office outlining the agreed-upon split of the net profits. Save-the-date marketing will initiate.
 - Digital Speaker Form will be dispersed to the Event Coordinator by the EO. Event Coordinator disperses Speaker Form to individual speakers (or sponsor proxies) and communicates with speakers for Speaker Form submission.
 - Event Coordinator must track Speaker Form submissions including RCB CCR [1399.352\(c\)](#).
 - All Speaker Forms must be submitted 30 days prior to the event date or event reconciliation will be delayed.
 - Registration opens once fee structure is approved by EO and event agenda received from Event Coordinator.
 - A CSRC membership option will be added to the registration fee.
 - Event reconciliation for all events is 30 days. Expenses submitted to be paid after event reconciliation close.
- **For CSRC Events**
 - The CSRC Program Chair, Region President, or designee submits the application to Executive Office.
 - Executive Office completes subsequent applications, if needed.
- **For Sponsored**
 - Provide course materials such as handouts, post-tests, evaluations, and CE certificates.
 - CE certificates must meet RCB California Code of Regulations.