

Directions for CSRC Application for Live Continuing Education

Overview

- The CSRC Education Committee reviews all applications per California Respiratory Care Board (RCB) and Board of Registered Nursing Code of Regulations.
- The Executive Office tracks the applications and issuance of CE hours for each course/event per RCB code of regulations.
- The CSRC issues live CE hours via:
 - CSRC Program Chair or Region President for regional events
 - Collaboration with an outside organization, hospital, etc. (collaborative)
 - Vendor entities or individuals (sponsored)
- CSRC will provide:
 - Marketing for collaboratives will be via website, email blast announcements, reminders, and social media posts
 - 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 Executive Office. Digital formats are prioritized.

Event Coordinator (Applicant)

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

CRT, RRT [®]	CPFT, RPFT [®]	RRT-ACCS [®]	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.
 - This also applies to the appropriate behavioral learning objectives within speaker letters.
- CSRC Committee approvals are required at least 60 days before the education event.
 - Program number is issued and remains valid for one year from approval date.
- Events offering CE hours should be approved before advertisement of the event.

Approval Process

- For Collaboratives
 - 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.
 - Speaker Form will be dispersed to the Event Coordinator by the Executive Office. Event Coordinator disperses Speaker Form to individual speakers (or sponsor proxies) and communicates with speakers for Speaker Form submission.
 - Executive Office will regularly send Event Coordinator an updated list of submitted Speaker Forms
 - Prior to registration, individual speaker letters with appropriate requirements met will be reviewed by the Education Committee.
 - 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 Education Committee.
- For Sponsored
 - Completed CSRC Application for Continuing Education sent no less than 90 days before the event to the Executive Office with all required fees paid.
 - Provide course materials such as handouts, post-tests, evaluations, and CE certificates.
 - CE certificates must meet RCB code of regulations.