

Steps to follow when graduating from a Respiratory Care Program in Iowa

1. Summer prior to Graduation: Apply for licensure
 - a. The recommendation from the Professional Licensure Division is to have students complete and **submit their application about 4 weeks prior to graduation**. They will include all materials along with payment. The application will be processed up to the point of having scores from the CRT examination and when the notarized score report copy is received, the awarding of the license can be processed at that time. It saves time for the graduate to obtain the license and it spreads the workload for the staff to not have all the applications arrive at the same time. You are encouraged to submit applications for licensure at least 4 weeks before graduation. That way, all they need to get licensed is submit notarized copy of score report (if you want to keep your original score report you must submit a notarized copy of the score report) or wait until it is electronically verified by the NBRC to Professional licensure division. Score reports can be notarized in the Secretary Of State Office on the first floor of the Lucas Building. Graduates can check licensure status at www.licensediniowa.gov Information will appear here much sooner than receiving information in the mail.

Fingerprinting for the application for licensure: As I understand it, all police stations have the capability to do this as well as some commercial businesses that are involved as well. I would have people contact their local police station as the starting point. Prices do vary, so there may be some benefit of checking with more than one agency is there are several in the area. Dave was just here and he had a suggestion for the licensure instructions. In Blackhawk County, if you write on the fingerprint form IDPH gives you, fingerprints need to be done manually (ink on fingers); however, if you bring the blank form to the jail they can be done electronically. The cost is \$55 for the criminal background check at the jail.

IOWA BOARD OF RESPIRATORY CARE
LUCAS STATE BLDG 5TH FLR
321 E 12TH STREET
DES MOINES IA 50319-0075
Ph: 515-281-4401
Fax: 515-281-3121
www.idph.state.ia.us/licensure

- i. Application Process/Form
- ii. Request An Application Packet

2. Register for the CRT exam the day after your graduation date:
 - a. www.nbrc.org
 - b. Examinations
 - c. Certified Respiratory Therapist (CRT)
 - d. Submit an online application

3. Register for the RRT exam upon passing the CRT:
 - a. No discount
 - i. www.nbrc.org
 - ii. Examinations
 - iii. Registered Respiratory Therapist (RRT)
 - iv. Submit an online application
 - b. 2 Discount Options (May use one or both):
 - i. Here http://www.aarc.org/member_services/nbrc_discount/ is the information about the AARC discount. Only covers one of the RRT exams.
 1. Go to AARC website FIRST at www.AARC.org
 2. Member Services
 3. Student Center
 4. NBRC Discount
 5. Register here for the discount and fill out application.
 - ii. If taken within 60 days of passing the CRT, you will receive a discount from the NBRC. The information about the NBRC discount for the RRT examinations is on page 8 of the candidate handbook.
 1. The person must apply for both the WRRT and CSE within 60 days of receiving their CRT. They can schedule any time up to 90 days after application is accepted, so if they wait 59 days to apply and 89 days to take both exams, it could 148 days after CRT for completing exams.
 - a. www.nbrc.org
 - b. Examinations
 - c. Registered Respiratory Therapist (RRT)
 - d. Candidate Handbook.pdf
4. Licensure upon passing the CRT:
 - a. If you completed and submitted your licensure packet early as suggested, you can get licensure within one day by hand delivering your document of successful completion of the CRT exam to the Professional Licensure Division of the Iowa Department of Public Health. They are located on the 5th floor of the Lucas State Office Building in Des Moines. Graduates can check licensure status at www.licensediniowa.gov Information will appear here much sooner than receiving information in the mail.
5. Upon graduation, renew your AARC membership:
 - a. Go to AARC website FIRST at www.AARC.org
 - i. Member Services
 - ii. Student Center
 - iii. Reduced First Year Dues
 - iv. Join or Renew Now
 - b. 1st year renewal fee after graduation is \$50 (if you renew before your student membership expires)

- c. 2nd year renewal fee after graduation is \$50 with the use of your AARC membership coupon that you receive from the AARC upon graduation from a Respiratory Care Program.
- d. For Example: Here's how someone COULD save \$80 over the course of a year. Pretend we have a student who is graduating May 15.
He should renew on May 14 or before because he is still a Student Member and would only have to pay \$50 for a year's membership. If he renews on May 16, he'll be asked to pay \$90 because now he's a graduate and is an Active Member, not a Student Member any longer. Around that same time he is receiving a coupon worth \$40 that is good for almost a year. He should hang on to that coupon and renew next April for \$90 (the Active Member dues rate and he is an Active Member now) minus his \$40 coupon and that would be ANOTHER year for only \$50. That's how you can maximize the discounts.

Testing Centers in Iowa

1. Davenport, Iowa

H&R Block Office

5225 N. Brady

Davenport, IA 52806

Located on Rt 61 Northbound (N. Brady) just South of Interstate 80. We are located at the intersection of N. Brady and 53rd Street on the Southeast corner next to the Burger King restaurant.

2. Des Moines, Iowa

H&R Block Office

3442 East 33rd Street

Des Moines, IA 50317

Located at the intersection of Euclid and 33rd Streets one mile east of the Euclid Avenue (US 6) exit from Interstate 235.