

RCP Documentation Checklist & Eligibility Requirements

This worksheet is not a guarantee of eligibility nor is it an exhaustive list of documentation that may be required. This is intended as a starting point for applicants. Please refer to Board Rules, [Chapter 186](#), for complete licensure requirements.

Standard Documentation		
<input type="checkbox"/>	Certified Program Transcript	Required for all RCP applicants. Program must submit directly to the TMB and transcript must reflect program completion date.
<input type="checkbox"/>	Birth Document	Required of all RCP applicants Copy of passport (can be expired) or birth certificate
<input type="checkbox"/>	DPS/FBI Fingerprint Report	All RCP applicants must submit fingerprints for state and national criminal history background checks. Please see website for instructions – http://www.tmb.state.tx.us/page/Licensing-RCP-Fingerprints All arrests/charges must be reported on the application no matter how long ago the incident occurred, the level of the arrest/charge, or the final outcome (including dismissals).
<input type="checkbox"/>	Alternate Name Document	Required if applicant has had a name change as a result of marriage, divorce, naturalization, etc. A copy of the marriage certificate(s), divorce decree(s), etc. will be required for each alternate name.
<input type="checkbox"/>	Licensure Verifications	All RCP applicants will need to request verification of RCP licenses/certificates issued by another state and any other healthcare licenses they have held, even if the license/certificate has expired.
<input type="checkbox"/>	Form L Evaluations	All applicants who have worked as a RCP will be required to have Form L evaluations completed for all positions held in the past 5 years. These must be sent directly to the TMB by the evaluator. Please see Form L for complete instructions.
<input type="checkbox"/>	NBRC Certificate	Full RCP applicants will need to submit a copy of their current certificate or have NBRC submit a verification of certification letter directly to the TMB.

<input type="checkbox"/>	NPDB/HIPDB Report	Full RCP applicants will be required to submit a final copy of this report. The NPDB/HIPDB report can be requested online - https://www.npdb.hrsa.gov/
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Criminal History

IMPORTANT - Under application questions #1 - #6 applicants must report all level of arrests and/or charges on their application *no matter location of the incident, how long ago it occurred or the final outcome, including dismissals*. The following must be reported -

- All arrests, **no matter how long ago, including juvenile offenses**
- Citations involving drugs or alcohol, **no matter how long ago**
- Serious traffic offenses, **no matter how long ago**, such as reckless driving, hit and run, evading arrest, etc...

An applicant's failure to report their complete criminal history can be considered falsification of their application, will extend the processing time, and could result in punitive action by the Board.

If an applicant believes an offense was expunged they will be required to provide a copy of the expunction order. **Please note that a non-disclosure order is not an expunction order and will not permit an applicant to withhold information regarding an arrest, citation involving drugs or alcohol, or serious traffic offense.**

If an applicant has criminal history they will be required to submit the following documentation, at a minimum. Formal review of their application will also be required once all required information has been received.

<input type="checkbox"/>	Form R	A separate Form R must be completed for each incident. Applicants will need to provide a detailed statement including the events that led up to the arrest/charge. Please see Form R for detailed instructions.
<input type="checkbox"/>	Court Records	Applicants must request the arresting city/county send a copy of the complete court records for each incident directly to the TMB. If records are no longer available please have a letter sent indicating this.
<input type="checkbox"/>	Arrest Records	Applicants must request the arresting city/county send a copy of the arrest report for each incident directly to the TMB. If records are no longer available please have

		a letter sent indicating this.
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Active Practice

Under Board Rule 186.4(e) all RCP applicants must meet active practice requirements. Active practice is defined as actively working full time as a RCP in at least one of the two years preceding the application date. Full time is considered a minimum of 20 hours per week for at least 40 weeks a year. If an applicant has been out of practice they may be asked to provide at a minimum the information outlined below.

Per direction by the RCP Board additional requirements such as completion of continuing education (CE) courses, remedial education, a period of shadowing and/or supervised practice, and/or a personal appearance before the RCP Licensure Committee may be required based on the amount of time out of practice.

<input type="checkbox"/>	Active Practice Statement	A statement explaining how the applicant has kept current with the respiratory care field, employment plans, and any CE courses in the past two years
<input type="checkbox"/>	Proof of Continuing Education	Copies of certificates or other proof of CE course completion during the two years preceding the application.