

State of Delaware Respiratory Care Practice Application Checklist

- Submit a completed, signed and notarized application.
- Submit the non-refundable processing fee. (Refer to Fee Schedule for amount.)
- Request that official verification of respiratory education be sent directly to the Delaware Board of Medical Practice. (See *Verification of Respiratory Education* form.)
- Request the National Board for Respiratory Care (NBRC) (913) 895-4900 or online at www.nbrc.org send official verification of your Certification directly to the Delaware Board of Medical Practice.
- Submit an 8 1/2" X 11" copy of your National Certifying Certificate (i.e., NBRC).
- Submit an 8 1/2" X 11" copy of your Respiratory Care Diploma.
- Request verification of licensure in good standing from all States in which you have ever held a license to be sent directly to the Delaware Board of Medical Practice. (See *Verification of Respiratory Care License* form.)

Submit, at your own expense, fingerprints and other necessary information, in order to obtain the following:

- a. A report of your entire criminal history record from the State Bureau of Identification or a statement from the State Bureau of Identification that the State Central Repository contains no such information.
- b. A report of your entire federal criminal history record from the Federal Bureau of Investigation. The State Bureau of Identification will act as the intermediary for receipt of your federal report, and the Board of Medical Practice will be the screening point for receipt of both the state and federal criminal history reports.

Please contact your local State Bureau of Identification to obtain both reports. See <http://www.state.de.us/dsp> or call (302) 739-2528 for more information.

A Temporary License may be issued when all of the above documentation has been received by the Delaware Board of Medical Practice. For amount of fee, see Fee Schedule at www.dpr.delaware.gov. Click on Medical Practice and then Fee Schedule.

It is in your best interest to contact the Board office periodically to check the status of your application. You may contact the Board office at (302)744-4507 or by email at customerservice.dpr@state.de.us.