

RESPIRATORY THERAPIST LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a respiratory therapist license.)

APPLICATION AND FEES

- Online Application for a Respiratory Therapist License - Complete all fields, answer all questions and upload any supporting documentation.
- Online application can be completed by visiting www.michigan.gov/miplus.
- Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
 - Respiratory Therapist By Exam - \$183.80
 - Respiratory Therapist Endorsement – \$183.80
 - Respiratory Therapist Relicensure – \$203.80

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years.)
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as a respiratory therapist. Verification includes, but is not limited to, showing proof that the applicant’s license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- Human Trafficking – Individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2201a prior to being issued a license. The training must only be completed one time.

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- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department in [R338.7002b\(2\)](#) of the Public Health Code – General Rules.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- Arrange for official transcripts to be sent directly to this office confirming: (1) the completion of a 2-year associate's degree from an accredited college or university that meets the recognition standards and criteria of the Council for Higher Education Accreditation (CHEA) AND (2) the completion of a respiratory therapist training program which is accredited by the Commission on Accreditation for Respiratory Care (CoARC). **Note: The Certification of Completion of a Respiratory Therapy Program form is no longer required.**
- Arrange for an official report to be sent directly to this office from the National Board of Respiratory Care (NBRC) confirming you possess a credential for respiratory therapists. NBRC can be contacted on their website at www.nbrc.org.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT

Applicants who have been licensed in another state for less than 5 years:

- Arrange for official transcripts to be sent directly to this office confirming: (1) the completion of a 2-year associate's degree from an accredited college or university that meets the recognition standards and criteria of the Council for Higher Education Accreditation (CHEA) AND (2) the completion of a respiratory therapist training program which is accredited by the Commission on Accreditation for Respiratory Care (CoARC). **Note: The Certification of Completion of a Respiratory Therapy Program form is no longer required.**
- Arrange for an official report to be sent directly to this office from the National Board of Respiratory Care (NBRC) confirming you possess a credential for respiratory therapists. NBRC can be contacted on their website at www.nbrc.org.

Applicants who have been licensed in another state for at least 5 years:

- Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as a respiratory therapist. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

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ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN A PROVINCE OF CANADA

(These are in addition to the requirement stated above that apply to ALL applicants)

- Verification of the completion of the educational requirements for a respiratory therapist license in a province of Canada or another state to obtain licensure as a respiratory therapist in a province of Canada or another state. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- Verification of Licensure – If you hold a current license or ever held a license as a respiratory therapist, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Arrange for an official report to be sent directly to this office from the National Board of Respiratory Care (NBRC) confirming you possess a credential for respiratory therapists. NBRC can be contacted on their website at www.nbrc.org.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

- Online application can be completed by visiting www.michigan.gov/miplus, select **MiPlus Login**, select **“Modification”** next to your license number and then select **“Relicensure.”**

Applicants for relicensure whose license has been lapsed for 3 years or less at the time of application must submit the following:

- Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as a respiratory therapist. Verification includes, but is not limited to, showing proof that the applicant’s license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

Applicants for relicensure whose license has been lapsed for more than 3 years at the time of application must satisfy the following:

- Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as a respiratory therapist. Verification includes, but is not limited to, showing proof that the applicant’s license is in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- Applicants who do not hold a current and valid respiratory care license, registration, or certification in another state of the United State or Canada must arrange for an official report to be sent directly to this office from the National Board of Respiratory Care (NBRC) confirming you passed the NBRC certification examination for

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respiratory therapists within 2 years of submission of the application for relicensure. NBRC can be contacted on their website at www.nbrc.org.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for a Respiratory Therapist Renewal – Can be completed by visiting www.michigan.gov/miplus
- Renewal Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
Respiratory Therapist Renewal Application Fee: \$162.20
- Renewal Cycle: 2 years
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all the Respiratory Therapist renewal requirements.
- Licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2201a prior to renewing their license. The training must only be completed one time.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the respiratory therapist link you can access the following helpful resources and forms:

Resources:

Public Health Code

Administrative Rules for a Respiratory Care