

21 NCAC 61 .0402 DOCUMENTATION AND AUDIT REQUIREMENTS

(a) A licensee shall retain supporting documentation to provide proof of completion of the option chosen in 21 NCAC 61 .0401 for a period of no less than three years.

- (1) A licensee shall maintain a file at his or her practice facility that contains a copy of the Respiratory Care Practitioner license, a copy of a current Basic Cardiac Life Support (BCLS) certification, a copy of advanced life support certifications, if applicable, and a copy of all credentials issued by the National Board for Respiratory Care;
- (2) A licensee is subject to random audit for proof of compliance with the Board's requirements for continuing education;
- (3) The Board shall inform licensees of their selection for audit upon notice of license renewal or request for reinstatement;
- (4) Evidence of completion of the requirements of 21 NCAC 61 .0401 shall be submitted to the Board no later than 30 calendar days after receipt of the audit notice; and
- (5) Failure of a licensee to meet the requirements of this Rule shall result in disciplinary action pursuant to G.S. 90-666, including an additional audit prior to renewal.

(b) The Board authorizes the Executive Director to grant extensions of the continuing education requirement due to personal circumstances. The Board shall require documentation of the following circumstances surrounding the licensee's request for extension:

- (1) Having served in the regular armed services of the United States for at least six months of the 12 months immediately preceding the license renewal date; or
- (2) Having suffered a serious or disabling illness or physical disability that prevented completion of the required number of continuing education hours during the 12 months preceding the license renewal date.

*History Note: Authority G.S. 90-652(2)(13); 90-658; 90-660(b)(9);
Adopted September 1, 2026.*