

### **64B32-6.005 Provider Approval and Renewal Procedures.**

(1) The provider seeking approval shall:

Make application and profile electronically and allow a minimum of 90 days prior to the date the offering begins, and submit the form entitled APPLY TO BE A CE PROVIDER on FORM DH-MQA-CEB-MQA-CEB-1, May 2006 which was adopted and incorporated by reference in Department of Health Rule 64B-5.003, F.A.C., and is available at [https://www.cebroke.com/public/pb\\_index.asp](https://www.cebroke.com/public/pb_index.asp) along with a minimum of one course for approval and the following:

(a) A statement of the educational goals and objectives of the program, including the criteria for successful completion of the program as explained to attendees;

(b) A detailed course outline or syllabus, including such items as method of instruction, and testing materials, if any;

(c) A current curriculum vitae of each speaker or lecturer appearing in the program;

(d) The procedure to be used for recording attendance of those attendees seeking to apply for continuing education credit and the procedure for certification of attendance; and

(e) A sample certificate of completion.

(f) Sample evaluation.

(g) The \$250 application fee.

(h) Submit a minimum of one (1) offering for the Boards' review.

(2) All course offerings shall be relevant to the practice of respiratory care as defined in Section 468.352(4), Florida Statutes, must be offered for the purpose of keeping licensees apprised of advancements and new developments in the practice of respiratory care, and is designed to enhance learning and skills consistent with contemporary standards for the profession.

(3) Provider approval shall be granted for each biennium in which the provider meets the requirements of this rule. Provider approval shall expire on January 31 of each even-numbered year. In the event a provider applies for approval at a time other than the beginning of a biennium, any approval will expire at the end of the biennium in which the application was made.

(4) Every provider shall:

(a) Notify the Board through CD Broker, of any change in contact persons or any significant alterations or changes in the content, goals or objectives, or syllabus of the program, or in the instructors of the program.

(b) Be subject to periodic review to determine if the program continues to meet the requirements of this rule.

(c) Allow for evaluation of the program by every participant.

(d) Maintain all records pertaining to the program for a period of not less than four (4) years from the date of the offering.

(5) The Board may utilize the assistance of a representative, expert groups, or individuals as appropriate in implementing these rules.

(6) The Board may audit providers as necessary to assure that the requirements of this rule are met. Failure to document compliance with these requirements or the furnishing of false or misleading information regarding compliance shall be grounds for discipline.

(7) Providers seeking renewal shall make application electronically a minimum of 90 days prior to the first offering in the new biennium on the form entitled RENEW CE PROVIDERSHIP-FORM DH-MQA-CEB-8, May 2006 adopted and incorporated by reference in the Department of Health Rule 64B-5.003, F.A.C., and available at [https://www.cebroke.com/public/pb\\_index.asp](https://www.cebroke.com/public/pb_index.asp). The biennial renewal fee for providers shall be \$220.00.

(8) The provider seeking initial approval for home study, self directed or anytime courses shall comply with the provisions of subsections (1) through (3), and providers seeking to renew approval as a provider of home study, self directed, or anytime courses shall comply with the provisions of subsections (4) through (7).

(a) In addition to the credit exclusion for recertification, review, refresher or preparatory courses as provided in Rule 64B32-6.004, F.A.C., a home study course submission shall not include reprints from textbooks.

(b) Each home study course submitted for the Board's review shall not exceed 12 contact hours in length as defined in Rule 64B32-6.002, F.A.C.

(c) Instead of the information submitted for in-person programs, the provider shall submit the following for pre-approval:

1. A statement of the educational goals and objectives of the program, including the criteria for successful completion of the program and the number of correct answers required on the test by a participant to receive credit for having taken the program;

2. All materials to be read by the participant, and the testing questions to be answered for successful completion;

3. A current curriculum vitae of each person substantially involved in the preparation of the substance of the program;

4. The identification procedures for verification that the named licensee has taken the home study course;

5. A sample certificate of completion; and

6. If not completely original, references and permission for use or reprint of any copyrighted materials regardless of source.

(9) The provider seeking home study, self directed, or anytime course approval for electronically delivered productions including but not limited to audio or video tape, DVD, CD, or other media delivery devices or methods also shall understand and agree:

(a) Not more than one offering shall be submitted per tape, DVD, CD or other media delivery device or method.

(b) Each tape, DVD, CD or other media delivery device or method shall contain a maximum of four contact hours worth of material.

(c) The offering shall begin with an introduction of the speaker(s) and with a statement of the educational objectives of the program, including the criteria for successful completion of the program.

(d) Approval for an offering related to the direct delivery of respiratory care services shall expire at the end of the biennium; however, the offering may be renewed, if unchanged without resubmission of the offering itself. If changed, the course may be resubmitted for consideration by the Board with changes if accompanied by a statement that the offering is current and reflective of advancements and new developments regarding respiratory care services. If changed, the course shall be submitted not fewer than 90 days prior to its being offered in the new biennium.

*Rulemaking Authority 456.025(4), 468.361(3) FS. Law Implemented 456.025(7), 468.361(3) FS. History--New 4-24-96, Amended 5-7-97, Formerly 59R-75.0041, Amended 4-23-98, 6-9-99, Formerly 64B8-75.0041, Amended 7-4-02, 10-22-03, 5-15-05, 7-13-05, 2-18-10.*