



## SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE SITE AUTHORIZATION CONTINUING EDUCATION PROGRAM & APPLICATION

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### I. SITE AUTHORIZATION PROGRAM DESCRIPTION

The SCSRC Continuing Respiratory Care Education Site Authorization Program establishes a system for the approval and administration of Continuing Education (CE) hours and CE programs on an “individual or on-site” basis. Approved agencies earn authorization to award CE’s according to the program guidelines outlined in section (IV) and in accordance with the policies adopted by the South Carolina Society for Respiratory Care.

### II. SITE AUTHORIZATION PROGRAM RATIONAL

To create a standardized Respiratory Care Continuing Education administration program within South Carolina that is cost effective and accessible for health care agencies and practitioners.

### III. SITE AUTHORIZATION PROGRAM DISCRIPTIONS

- 1. Approved Agencies:** Approved agencies are agencies that have completed the application process and have remitted the yearly site authorization fee. Approved agencies must identify a CE Site Coordinator responsible for documentation and recording of approved CE hours. Approved agencies are defined as hospitals, health care organizations, educational facilities, or other ancillary health care organizations that employ or provide educational opportunities for respiratory care practitioners. Approved agencies with more than one affiliation or partnership may be required to pay an additional fee or name additional site coordinators to cover the entire system, if the system is very large.
- 2. CE Site Coordinator:** The CE Site Coordinator is a designated individual authorized to approve and issue CE hours provided on-site. The CE Site Coordinator is required to maintain records relating to CE programs and CE hours issued. Completion of an annual report form indicating CE activity for the site is to be mailed, faxed or e-mailed to the CE Program Chair of the SCSRC, so that the CE Program Chair can report to the Board the total number of CE’s issued per year.
- 3. On-Site Programs:** The CE Site Coordinator can only approve educational programs conducted physically on-site at the approved facility. “On-site” is defined as taking place within the respective organization designated on the application form and refers to a facility located on the physical address assigned on this application form. SCSRC approved CE sites found in violation of this standard will be subject to penalties including revocation of site authorization and voided CE programs or hours.
- 4. SCSRC CE Chair(s):** Designated individual(s) responsible for the coordination and correspondence of the CE site authorization program. All questions relating to program policy and operation can be directed to the education chair(s). The continuing education chair(s) report(s) directly to the Board of Directors of the SCSRC.

#### IV. SITE AUTHORIZATION PROGRAM GUIDELINES

**1. CE Program Approval Process:** Approved programs for CE's are live education programs that meet or adhere to the following criteria set forth by the South Carolina Society for Respiratory Care and the licensure Board for South Carolina. The CE site coordinator approves programs directly according to the following guidelines:

Basic Guidelines:

- One hour (60 minutes) of direct educational instruction equates to 1 CE. CE can be administered in increments of 0.5 hours.
- Educational content must be directly related to the practice of respiratory care or cardiopulmonary medicine. Because of the wide diversity of programs and topics, the CE Site Coordinator must use their discretion in approving programs in accordance with the guidelines. The following are examples of acceptable topics (but not limited to):
  - General respiratory care practice
  - Cardiopulmonary intensive care topics
  - Emergency medicine topics that are relevant to cardiopulmonary medicine
  - Other topics related to cardiopulmonary medicine and practice

***CE Site Coordinators can only provide CE hours for education events that take place physically on site at the approved facility, meet the guidelines outlines, and may only provide CE hours and certificates to RCPs that are in physically in attendance and employed by the approved facility.***

**2. CE Certificates:** The site coordinator will issue a "standardized CE certificate" that is included in the site administration packet. Copies of the certificate can be made. The following information must be completed on each certificate awarded:

- Program #
- Program Name
- Date of Program
- Location of Program
- Site CE Coordinator Signature
- Participant Name
- Number of CE's awarded

**3. Roster Sheets:** Roster sheets including the participant's names must be kept on file by the CE Site Coordinator. The CE Site Coordinator can alternatively, choose to use electronic format or other means of documentation to maintain accurate roster sheets. Roster sheets must be available, at any time upon request, to the SCSRC CE committee or the SC LLR if necessary for purposes including, but not limited to RCP licensure audits.

**4. Annual Report:** A short annual report form will be submitted either by mail or e-mail including summarizing the total number of CE's awarded, total number of programs conducted, and roster sheets for licensing verification purposes. The report can be e-mailed directly to the SCSRC Continuing Education Chair and is due at the end of the month of December each year.

- 5. Site Authorization Fee/Renewal Fee:** The yearly fee for site authorization is **\$250 for sites with <50 RTs on staff; \$500 for sites with 50-100 RTs on staff; \$750 for sites with >100 RTs on staff.** **Organizations with multiple sites: \$100 per additional affiliated site** will be an additional cost. Please utilize the correct pricing structure to include all RTs across each facility. The South Carolina Society for Respiratory Care Board of Directors believes this is a cost effective mechanism for department Directors to supply entire departments with the necessary CE's, which are required by law.
- 6. CE Program Issuing Numbers:** Agencies participating in the CE Site Authorization Program will be given a block of sequential numbers, one hundred at a time, for program designation. For example, Site A will be given program numbers XX0001 – XX0100, Site B, XX0101 –XX0200, etc. When an agency has consumed all of their numbers, additional numbers will be authorized by contacting the CE Chair.
- 7. Repeated Programs:** If the same program is offered more than once at the same facility, a single program number may be assigned for the approved calendar year. However, each calendar year, a new program number must be used if the same course is offered again. It will be the responsibility of the CE Site Coordinator to track and document each date the program was given and maintain rosters for each event. This information should all be included in the annual report due in December to the CE Chair.
- 8. Retroactive CE Approval:** CE hours can only be granted during the calendar year for which the facility is approved. CE Site Coordinators can retroactively approve programs that have occurred prior to the institution of this program so long as the program occurred during the approved calendar year and all records are maintained including rosters, etc. Programs that are yearly and ongoing can be pre-approved for a certain number of CE's and hours may be awarded at any point during an authorized calendar year and only after the participant and roster sheets verify attendance.
- 9. SCSRC CE Committee Assistance:** The SCSRC CE Chair and Committee are available to answer questions and provide assistance when needed. Additional information and FAQ's are available on our website at [www.scsrc.org](http://www.scsrc.org).

## SOUTH CAROLINA SOCIETY FOR RESPIRATORY CARE

### CONTINUING EDUCATION SITE AUTHORIZATION PROGRAM APPLICATION FORM

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CE Site Coordinator Name \_\_\_\_\_

Site Coordinator Credentials \_\_\_\_\_ License# \_\_\_\_\_

Contact Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Does your organization have multiple campuses? If yes, please indicate the campuses that you are applying for CE site approval: \_\_\_\_\_

Number of RTs on staff: \_\_\_\_\_ # of Facilities: \_\_\_\_\_ Total Fee: \_\_\_\_\_

#### Site Authorization Agreement:

This site agency/coordinator agrees to follow the guidelines outlined in the CE site authorization program. The agency/site coordinator is required to maintain accurate records of attendance regarding CE programs. The agency agrees to pay the stated fee within and participate in the program. The agency in return will receive approval to approve CE hours and documentation templates relative to the authorization and administration of the program. A site authorization CE packet will be provided within 4-6 weeks of receiving this application and the required fee.

**CE Site Coordinator Name/Title (Print):** \_\_\_\_\_

**CE Site Coordinator Signature/Date:** \_\_\_\_\_

**Department Head Name/Title (Print):** \_\_\_\_\_

**Department Head Signature/Date:** \_\_\_\_\_

Fee payments can be made via credit card or check payable to 'SCSRC'. Electronic applications and credit card payments can be sent via email to [treasurer@scsrc.org](mailto:treasurer@scsrc.org). Credit card payments should include card type, card number, expiration, CVV, name on card and billing zip code. Paper applications with check or credit card payments can be mailed to: SCSRC c/o Tracy Cook, 247 Larkspur Road Columbia, SC 29212. PayPal payments can be sent to [treasurer@scsrc.org](mailto:treasurer@scsrc.org).

#### SCSRC Use Only

<b>Date Received</b>		<b>Program #s Assigned</b>	
<b>Payment Verified</b>		<b>Packet Sent</b>	