

New Brunswick Association of Respiratory Therapists
L'Association des thérapeutes respiratoires du Nouveau-Brunswick

500 St. George Street
Moncton, NB, E1C 1Y3

Renewal Licensing Information Sheet

To practice Respiratory Therapy in the province of New Brunswick, you must have a license to practice as a Respiratory Therapist with the New Brunswick Association of Respiratory Therapists (NBART). In order to register with the NBART, you must complete and submit the NBART Application for License to Practice form online at www.nbart.ca and submit the applicable fees and documentation to the NBART office. Current licenses expire on March 31, 2014. Online renewal will begin on January 1, 2014. Only complete applications will be accepted. Any application missing information or fees will be returned to the applicant and may significantly delay application processing.

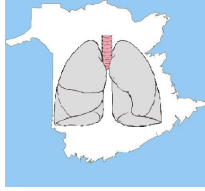
You may not work as a Respiratory Therapist or in any way hold yourself out as a person qualified to practice Respiratory Therapy in the province of New Brunswick until after your application for registration has been approved by the NBART. Approved applicants will be published on the NBART website under the Membership Registry and will be issued License to Practice cards via mail. Once your name is published on the website in the appropriate category, you will be able to work and the License to Practice card will be sent to you by mail within 2-4 weeks.

Application Process for License Renewal

We are pleased to offer you our online registration system.

The following are important instructions for the use of the online registration. If you experience any problems with the online process, please contact Raven's Sun Management at 506-855-8525 for technical assistance. Business hours are Monday to Friday from 9 a.m. to 5 p.m.

1. You will need to log into your profile to review your information for errors or updates, and to renew your license.
 - a. To login go to www.nbart.ca and click on the [Registration - NBART Online Application and Renewal](#) link.
 - b. Once you reach the login page, you will be asked for your username and password. This will be the same username (email address) and password used to access the database in past years. If you have forgotten your password the NBART cannot retrieve it. Click on the forgot password option. If you have forgotten your username, please contact Raven's Sun Management to retrieve.
2. Once you login you will need to go through each section to ensure the information we currently have is up-to-date and accurate. A checkmark will appear beside each section when you have successfully completed or edited each required field.
3. Each year at renewal time you will also be required to answer a few of the questions again to ensure you are still eligible for licensing within the province of New Brunswick.
4. You will have the ability to pay online with your **credit card, payroll deduction, CSRT** etc. or you can choose to submit a **money order** or **certified cheque (no personal cheques)** for payment. If paying with payroll deduction through your employer or any other organization such as the CSRT, you **must** still complete the online renewal process and it is imperative that you contact your employer or third party organization to release the funds in ample time to reach our office. Even if payment is received, your license will not be renewed until the online application is completed.



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Fees

- The NBART registration year runs from April 1 to the March 31. Former members returning to the NBART are required to pay the full registration fee regardless of the month in which the application is made. An additional \$100.00 late fee will be required if the application is received after March 31. Licenses to Practice expire each year on March 31. If you have not submitted a renewal application and all applicable fees and documents to the NBART prior to this time, you may not work as a Respiratory Therapist or in any way hold yourself out as a person qualified to practice Respiratory Therapy in the province of New Brunswick until after your application has been approved. License fees for the 2014-2015 registration year are as follows:
 - Active License = \$450.00
 - Active with Restrictions License = \$450.00
 - Associate License = \$100.00
 - Student License = \$50.00
 - Inactive License = \$50.0
 - Late Fee (after March 31)= \$100.00

Liability Insurance Requirements

- Any individual working for the New Brunswick Provincial government does not need to submit proof of their liability insurance as the NBART has a copy of the provincial coverage. All other applicants must submit proof of their coverage. This may be in the form of private liability coverage from the CSRT or their employer's liability plan. Insurance policies and other documentation can be submitted to the NBART office via mail, email or fax and can also be uploaded directly to your online profile by clicking on the **Document Upload** button in your online profile. Refer to policy NBART-005 on our website at www.nbart.ca for complete details.

Continuing Competency Program (CCP)

- As a licensed Respiratory Therapist in New Brunswick, you are required to participate in the NBART CCP. As a professional group governed by the Act Respecting Respiratory Therapists, the NBART is required to ensure all of its members maintain their competency within their scope of practice. Participation in the CCP is not optional - all members of the NBART, with the exception of Student and Associate members, are required to participate in the CCP. 5-10% of the membership will be randomly audited annually to ensure member compliance with the program.
- The CCP can be downloaded here: <http://www.nbart.ca/en/members/forms-and-downloads>
- The CCP has been integrated into the NBART online members' database, allowing members to easily record and report their credits to the registrar online.

Check Checklist:

- Complete online renewal form.
- Submit appropriate fees online or through mail.
- Submit proof of liability insurance (if required) to NBART office via mail, email, fax or website document upload.
- Ensure all required documentation is received by the NBART on or before March 31.