

Respiratory Care Credential/Licensing Steps

Steps to Schedule Your CRT Exam through NBRC

1. Log into Your NBRC Account

- Access your NBRC account by logging in at [NBRC.org](https://www.nbrc.org).

2. Check Exam Eligibility

- On your account's homepage, you should see a list of exams you are eligible to take.

3. Apply for the Exam

- You can apply online or by submitting a [paper application](#) with the required fee, provided you meet all admission requirements.

4. Await Application Confirmation

- Once your application is reviewed, you will receive an email indicating whether your test application is **Complete** or **Incomplete**.
- If your application is incomplete, contact NBRC at **(888) 341-4811** to resolve the issue before scheduling your exam.

5. Scheduling the Exam

- If the NBRC representative does not schedule your exam over the phone, they will update your file to allow online scheduling.
- Go to the **Exams** section, select your desired credential (**CRT**), and proceed through the application process.
- If prompted to pay again, do **not** submit payment; contact NBRC for assistance.

6. Select Your Exam Location and Time

- Once eligibility is confirmed, you will be routed to the **PSI services portal** to select your testing site, date, and time.

7. Review Important Information

- Carefully read all provided instructions.

- To reschedule, contact NBRC online or by phone at least **two business days** before your scheduled exam date to avoid rescheduling fees.

State License: Oregon Licensing Process

1. Access Licensing Information

- Visit the [Oregon Health Licensing Office \(HLO\)](#).

2. Navigate to License Application

- Scroll down to the “I want to...” section.
- Click **Apply for License** and select **RT/PT Licensing Board – Respiratory Therapy** from the list.
- Direct link: [RT/PT Licensing Board](#).

3. Download the Application

- Scroll to the bottom of the page and under **Forms**, select the **RT/PT Respiratory Therapist License Application**.

4. Application Requirements

- **Meet OAR 331 Division 30 Requirements:** Ensure compliance with the Health Licensing Office standards.
- **Submit the Application Form:** Include payment of the required application and license fees (**\$100**).
- **Fingerprint-Based National Criminal Background Check:** Must be completed **within 30 days** of submitting the application.
- **Age Verification:** Be at least **18 years old** and submit official documentation (e.g., birth certificate, driver's license, passport).
- **Educational Proof:** Provide evidence of a high school diploma or equivalent.
- **Active Credential Proof:** Submit documentation directly from NBRC showing an active **Registered Respiratory Therapist (RRT)** credential.
 - i. **Note:** Proof must be sent directly to the Health Licensing Office by NBRC.

- **Pass the Oregon Laws and Administrative Rules Exam:** Complete this within **two years** before the application date.

5. Contact Information for Licensing Support

- Phone: **503-378-8667**
- Email: hlo.info@odhsoha.oregon.gov