

## CE Audits Made Easy: What Licensees Need to Know

Continuing education (CE) audits are an important tool used by the Respiratory Care Board of California (RCB or the Board) to ensure licensees remain compliant with renewal requirements and maintain ongoing professional competency. While the word “audit” can sound intimidating, the process is designed to be straightforward and educational.

### Why CE Audits Occur

CE audits are conducted on a random basis and are not disciplinary in nature. Their purpose is to verify that licensees have completed the required number and type of CE hours within the renewal cycle and that the coursework meets regulatory requirements.

### What the Board Reviews

During a CE audit, the Board looks for:

- Total CE hours completed for the renewal period
- Proper categorization of courses (clinical, non-clinical, leadership)
- Live vs. non-live designation
- Acceptable documentation, such as certificates of completion
- Relevance of course content to respiratory care practice or professional responsibilities

Clear documentation and accurate categorization help the audit process move quickly and smoothly.



### Common Issues Seen in Audits

Some of the most frequent issues that delay audit completion include:

- Missing or incomplete CE certificates
- Courses that do not align with the reported CE category
- Failure to distinguish live from non-live coursework
- The attempted use of Basic Life Support toward CE requirements

Being proactive and organized can help avoid these issues.

### Tips for a Smooth Audit Experience

Licensees can prepare for a CE audit by:

- Using the [CE Tracking Form](#) available on the Board’s website throughout the renewal cycle to identify courses, completion date, number of CEUs awarded, category and whether the course was live or not.
- Keeping CE certificates for a period of four years in the event you are selected for an audit.
- Review the [What Qualifies for CE](#) and [CE FAQs](#) also available on the Board’s website.

### The Board’s Approach

The Board’s goal is compliance. When deficiencies are identified, licensees are generally given the opportunity to correct them. CE audits also help the Board identify areas where additional guidance or education may be helpful to the profession as a whole.

By understanding what the Board looks for and maintaining organized records, licensees can approach the CE audit process with confidence and peace of mind.

# Breathing Matters

RESPIRATORY CARE BOARD OF CALIFORNIA

MARCH 2026

## UPCOMING BOARD MEETING – SEE YOU IN TEMECULA!



The Board will hold a public meeting on April 30, 2026, during the California Society for Respiratory Care (CSRC)'s Annual Conference in Temecula, California. We look forward to connecting in person and welcoming attendees. As a reminder, up to five (5) live CE units may be earned by attending an RCB meeting. Meeting materials and additional details, including agenda items and public participation information, will be posted in advance on the Board's website.

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