

## New York State Application Process for out-of-state RRTs

### [Online Form 1 - Application for Licensure for Respiratory Therapy Technicians](#)

**All applicants for licensure** must initially submit Form 1 along with the \$294 licensure and registration fee for Respiratory Therapist or \$154 for Respiratory Therapy Technician. You must answer all questions and provide all information requested unless otherwise indicated. Failure to accurately complete all required parts of the application will delay its review. **Additional forms below are required based on the [licensure requirements of the profession](#).** Do not use Form 1 to [renew](#) your existing license.

- Click link to apply - <https://eservices.nysed.gov/professions/before/053>
- Print receipt and email to [esellers@crosscountry.com](mailto:esellers@crosscountry.com)

### Continuing Your Application

If you have started an application within the past 30 days, and have not yet completed it, you can use this link to continue application: <https://eservices.nysed.gov/professions/continue>. You will need your Application ID, Social Security Number, and Date of Birth.

### Upload Additional Documentation

If you have already completed an application, but you have additional documents or files to include in your previous submission, use this link to upload additional documentation <https://eservices.nysed.gov/professions/addl-doc/>. You will need your Application ID and Date of Birth.

[Change Address or Name](#) - You are required to notify us within 30 days of any address or name changes. Please read the instructions to request this change.

[Form 2 - Certification of Professional Education](#) - (  23 KB) <http://www.op.nysed.gov/prof/rt/rt2.pdf>

This form must be submitted directly by the professional school.

- **Section I:** Complete this section of the form before sending it to your school. Please be sure to sign and date item 9.
- **Section II:** The Registrar or appropriate school official must complete this section and return the form directly to the Office of the Professions at the address at the end of the form. For graduates of NYS licensure qualifying or CoARC accredited programs, Part B, Section I must be completed. For graduates of non-NYS licensure-qualifying or non-CoARC accredited programs and for technician graduates applying for licensure in respiratory therapy, Part B, Section II must be completed and official transcripts and other needed documents submitted.

### Electronic Education Documentation

The Office of the Professions (OP) will accept official electronic transcripts and forms from educational institutions (i.e. colleges/universities) or designated third-party\* transcript entities located in the United States provided that:

- The transcript is the certified true and official academic record and the document does NOT have an expiration date\*\*.
- OP can independently verify that the documentation is received directly from the educational institution's registrar or officially designated third-party.
- If a third-party transcript provider is involved, it is clear that the educational institution has designated the third party as the official sole provider of its transcripts.
- The applicant had no opportunity to directly access or alter the transcript before it is sent or transmitted.
- Any educational institution education documentation submissions should be made electronically to [DPLSEduc@nysed.gov](mailto:DPLSEduc@nysed.gov)\*\*\*.

\*OP will only accept third-party submissions after we have determined that the arrangement between the educational institution and the third party is consistent with our security and verification standards.

\*\*Transcript documents with expiration dates **cannot** be accepted. Expirations on links to the document are acceptable.

\*\*\*Do NOT use this email to submit a question, as we will be unable to provide a response. Submit a [Contact Us Form](#) for questions regarding specific applications or to check the status of a licensure application.


[Form 3 - Verification of Other Professional Licensure/Certification](#) - (  17 KB) <http://www.op.nysed.gov/prof/rt/rt3.pdf>

Complete this form if you hold, or ever held, a license or certificate to practice any profession\* in any jurisdiction.

This form must be submitted directly by the licensing/certifying authority. The Office of the Professions will not accept this form if submitted by the applicant.

- **Section I:** Complete this section before sending the entire form to the appropriate licensing/certifying authority. Be sure to sign and date item 9. A separate Form 3 must be submitted for all licenses/certificates you have ever held except those issued by the New York State Education Department.
- **Section II:** The licensing/certifying authority must complete this section, sign, date and return both pages of the form directly to the Office of the Professions at the address at the end of the form.

NOTE: A Form 3 is not required for licenses/certificates issued by the New York State Education Department.

\*Profession is defined as professional titles licensed under New York State Education Law. (See page 2 of the [Address/Name Change Form](#) (  20 KB) for a list of those titles.)  
<http://www.op.nysed.gov/documents/anchange.pdf>

### **Electronic Verification of Licensure, Certification and/or Examination**

The Office of the Professions (OP) will accept electronic verifications of licensure, certification and examination completion from other licensing authorities **located in the United States** provided that:

- OP can independently authenticate that the verification is received **directly** from the licensing authority.
- The applicant had no opportunity to directly access or alter the verification before it is sent or transmitted.
- Any licensing authority verification submissions should be made electronically to [DPLSVerif@nysed.gov](mailto:DPLSVerif@nysed.gov).\*

**\*DO NOT** use this email to submit a question, as we will be unable to provide a response. Submit a [Contact Us Form](#) for questions regarding specific applications or to check the status of a licensure application.

For assistance please contact: Elizabeth Sellers, (561) 237-2053