

Polysomnography Application FAQ:

1. Are there any exemptions to the registration requirement?

Yes. If someone is working in sleep and holds a Virginia license in another healthcare profession they DO NOT need to obtain the polysomnogram license. For example RN, or PA, RT, or NP wouldn't need a polysomnogram license.

2. If I'm a RPSGT or RT licensed in a different state, do I have to apply ?

Yes.

3. Please explain the required ADDITIONAL information needed on the application!

The additional information is to verify who you say you are and that you have completed the requirements to hold a license to practice in the state of Virginia.

1. You will need to provide documentation from the agency that issued your credential; BRPT, NBRC-SDS, or an entity which is a member of the National Organization for Competency Assurance. For BRPT credential verification go to : www.brpt.org and select "Credential Verification" tab, select "State &Employer Verification", type in required information, select VIRGINIA from drop down box, select continue, then "submit".
2. You will need to provide documentation of current certification in Basic Life Support (BLS) with hands-on practice training evaluation segment.
3. You will need to provide verification of practice (work) for the past 5 years-using FORM B or a letter of recommendation. If you worked in multiple practices within the past 5 years a form or letter must be obtained from each practice. Then they would only put in the names of the places they worked. Also, what if a previous employer has closed, left and you are unable to contact someone? At our last meeting we asked that question and the reply was "they needed to find anyone who will sign". I have sent an email asking them to clarify.

These required completed forms can be sent via e-mail: medbd@dhp.virginia.gov
FAXED: 804-527-4426

OR MAILED: Department of Health Professions
Commonwealth of Virginia
Board of Medicine
9960 Mayland Drive Suite 300
Henrico, Virginia 23233-1463

4. Who fills out Form B for employment verification?

A Manager is OK to sign, then will forward to the VA Board of Medicine; signing for the Manager needs to be done by someone else such as the medical director, your immediate supervisor, HR, etc. Anyone that can verify you are employed at that facility. IMPORTANT: the form needs to come from that person not the applicant.

5. **When do I have to become licensed?**

All application must be submitted by midnight December 31, 2015, after this date disciplinary action will be instituted for unlicensed practice in state of Virginia. Once you have completed the application process and everything has been verified by the Virginia Department of Health Professions a license will be issued.

6. **How do I verify my credential?**

If you are registered through the BRPT go to www.brpt.org, select “Credential Verification” tab, select “State & Employer Verification”, type in required information, select state “Virginia”, then “Continue”, and submit. When applying through the BRPT there is a \$25 fee for credential verification. If you need to send credentialing through any other organization you will need to send your credential verification to VA Dept. of Health Professions (address: Department of Health Professions Commonwealth of Virginia, Board of Medicine, 9960 Mayland Dr. Suite 300, Henrico, VA 23233-1463) or (email:medbd@dhp.virginia.gov) and provide the fax number, email address, or building address of the credentialing agency. You will also need to provide documentation of current certification in Basic Life Support (BLS), with hands-on practice training evaluation.

7. **What if I have any issues or questions regarding the application for licensure?**

You will need to contact the VA Dept of Health Professions (medbd@dhp.virginia.gov)