



## COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE

Q: Who must take the course?

A: Any new key personnel who have not already completed the course or who have not served in a key personnel role for 12 consecutive months in the last 24 months.

Q: Once a new key personnel is approved, how long do they have to complete this requirement?

A: 24 months from the time of being approved by CoARC

Q: Can the course started at any time or are there specific periods it is offered?

A: The KPA course is offered three times per year: March 15, August 15, November 15

Q: Is there an in-person option at Summer Forum?

A: No, it is only offered as an online option (it takes 10 weeks to complete)

Q: Is the payment billed/can it be paid by credit card?

A: Yes, we create an invoice once a person has signed up and send it to the person about six weeks prior to the start of the class. In most instances, since this is a CoARC requirement, the program pays. We do accept credit card payment or a check. The invoice will be made out to the college or university not the individual person taking the course.