



**Dora**  
Department of Regulatory Agencies

**Division of Registrations**  
Rosemary McCool  
Director

**Office of Respiratory Therapy  
Licensure**  
Cindy Klyn  
Program Director

Bill Ritter, Jr.  
Governor

D. Rico Munn  
Executive  
Director

## Office of Respiratory Therapy Licensure Policy

**Policy Number:** 10-2  
**Title:** Delegated authority from the Director of the Division of Registrations to the Program Director of the Office of Respiratory Therapy Licensure.  
**Date Issued:** January 2, 2009; Revised December 30, 2009  
**Purpose:** Outline the authority delegated to the Program Director and Section Director in carrying out the Director's duty.


---

By this memorandum, the Director of the Division of Registrations delegates the following statutory powers, duties, and functions to the Section Director and Program Director of the Office Respiratory Therapy Licensure:

- Establish fees for licenses and renewal of such licenses
- Evaluate the qualifications of licensees or applicants for licensure except for those with "yes" responses pursuant to the matrix established by the Director
- Issue and renew licenses that meet statutory requirements
- Initiate investigations and inspections with respect to any complaint against any licensee, or individual who provides a service which requires licensure
- Issue subpoenas compelling the attendance and testimony of witnesses and the production of books, records, papers, and documents for investigation purposes
- Initiate actions to enforce subpoenas in District Court
- Employ administrative law judges on a full-time or part-time basis to conduct any hearings that are necessary
- Initiate the prosecution and enjoinder of all persons violating the organic acts upon the Director's approval
- Coordinate and conduct public rulemaking hearings
- Issue letters of concern and letters of admonitions to licensees as disciplinary action for practicing with an expired license for less than two years pursuant to Director's policy
- Issue Suspension Orders as required by the Child Support Enforcement Program
- Perform the initial review of complaints submitted to program area
- Initiate complaints against licensees currently under Stipulation or other Final Agency Action if the licensee has failed to comply with any of the terms of the Stipulation or other Final Agency Action



- Initiate complaints on behalf of the Director
- Utilize services of the Office of Investigations as warranted to carry out duties of the Director
- Grant or deny extensions of due dates set forth in rules related to Initial Decisions and respond to other procedural matters that may arise
- Perform additional delegated duties as set forth in other Director policies
- For matters of compliance with Stipulations or Agreements with the Office:
  - \* Review and approve practice monitor and therapy plans and reports submitted to the Director. The Director shall review unfavorable reports
  - \* Approve continuing education coursework
  - \* Grant an extension of time to allow a licensee to complete continuing education requirements upon a showing that the licensee has made reasonable efforts to complete the continuing education requirement within the probationary time period
  - \* Review and approve favorable urine screen reports
- With the approval of the Director, issue letters of admonition, letters of concern, orders to cease and desist, and stipulated final agency orders. The Director reserves the responsibility for signature on all final agency orders issued as a result of an initial decision by an administrative law judge
- With the approval of the Director, order a summary suspension of a licensee pursuant to section 12-41.5-109(2), C.R.S. Any action taken pursuant to this policy will be presented to the Division Director for review

  
\_\_\_\_\_  
Rosemary McCool, Division Director