



- ◆ All applicants must meet the admissions criteria as stated in this packet.
- ◆ Students are accepted into the Respiratory Therapy program on a first come, first qualified basis. A maximum of 16 seats are available.
- ◆ The Respiratory Therapy classes are offered during the DAY only and begin every August.
- ◆ Clinical rounds are done at Crozer Chester Medical Center (Upland), Thomas Jefferson University (Philadelphia), Saint Christopher's (Philadelphia) and Praxair Health Care Services (Aston).
- ◆ All petitions and supporting documentation must be received in the Admissions Office at the Main Campus by July 23, 2009. The Admissions Office encourages you to complete and submit your requirements before July 23rd as the program may fill before the deadline.

Petition Dates

The Admissions Office will take petitions from those who reside in sponsoring* school districts beginning Monday, October 27, 2008.

All other applicants may petition on or after Monday, November 24, 2008.

*At present, the sponsoring school districts are Garnet Valley (Bethel residents only), Haverford, Interboro, Radnor, Ridley, Rose Tree Media, Southeast Delco, Springfield, Upper Darby, Wallingford-Swarthmore (Rutledge and Swarthmore residents only), and William Penn.

Information Sessions

Please attend an information session on the MAIN CAMPUS to learn more about our Respiratory Therapy program and its special admissions requirements. Sessions last approximately one hour. Please arrive on time as sessions begin promptly at the time listed. No reservations are required.

Monday, October 20, 2008 @ 6 pm – Main Campus, Room 2246
Wednesday, November 12, 2008 @ 11am – Main Campus, Room 4535

For additional information session dates in the Spring 2009 semester, please visit the College's calendar at www.dccc.edu/calendar.

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Criteria for Admission – START HERE!

1. **Complete a Delaware County Community College application for admission.** Acceptance to the College does not guarantee acceptance to the Respiratory Therapy program. If you previously enrolled at the College and stopped attending for one year or longer, you must submit another application and check the box indicating that you are applying for readmission.
2. **Take the College's placement test if you have not done so previously.** You may waive the placement test if you have successfully completed English Composition and college level mathematics elsewhere and have transferred those courses to Delaware County Community College (see page 4).
3. **Submit an official, final high school transcript or GED results indicating the date of graduation / certification.** Please send to:
Delaware County Community College
Attn: Records Office
901 South Media Line Road
Media, PA 19063
4. **Submit an official transcript from any other college(s) attended to the address listed directly above, if you plan to transfer classes to meet any admissions requirements or program requirements.** In addition, you MUST complete a "Petition for Transfer of Credit" form available in the Assessment Center (Room 2195, Main Campus, 610-359-5322). Forms are also available on the College's website, www.dccc.edu/student-services/assess/pot.pdf. Please allow 4-8 weeks for this evaluation. The Assessment Center will not evaluate transcripts until this form is received.

For students who attended high school and college outside the United States, you must submit evaluations of your high school and college transcripts to show that you have completed the necessary requirements for admission. World Education Services is a transcript evaluation service. For more information and an application, visit the website: www.wes.org.

5. **Complete the Health Occupations Basic Entrance Test (HOBET).** This is required of all applicants and cannot be waived. You must achieve all of the following minimum scores from a single testing session: "Essential Math Skills" 60%, "Reading Comprehension" 60%, and "Your Composite Percentage" 60%. You have to register for the test in person in admissions. A \$40 fee is required to take the test. For more information on the HOBET test, please see page 5.
6. **Observe a Respiratory Therapist.** All applicants are required to observe a respiratory therapist prior to being accepted into the program. Career exploration and observation gives interested applicants an opportunity to learn about the work environment and employability of a respiratory therapist while witnessing firsthand the occupational skills of a respiratory therapist in practice. To schedule an appointment to observe a respiratory therapist, contact Patti Curran, Respiratory Therapy Program Coordinator, at 610-447-2440.
7. **Obtain current results of the Child Abuse Clearance AND the Pennsylvania Criminal Record Check.** These forms are available in the Admissions Office. Complete the forms thoroughly and indicate yourself as the requestor. Enclose a separate \$10 money order for each. The results may take 2-8 weeks or more to be returned to you. ***If you have not been a resident of the Commonwealth of Pennsylvania for the last two consecutive years, a Federal criminal history report is required in place of the Pennsylvania Criminal Record Check; the Child Abuse Clearance is also required.*** To be considered current, both must be dated after September 1, 2008. See page 4 for more information.
8. **Submit the following items TOGETHER.** These items may be submitted even before all the criteria for admission listed on this page have been completed. However, applicants will not be offered an available seat in the program until all nine steps listed on this page have been completed. Applicants are admitted on a first come, first qualified basis. **The Admissions Office suggests submitting these materials together in person to ensure their safe receipt:**
 - a. **A Petition for Entry into the Respiratory Therapy program (see page 7)**
 - b. **A legible photocopy of a current Proof of Residence (examples – a permanent driver's license, utility bill, pay stub, recent income tax return, or property tax bill in your name). The address on the proof of residence must exactly match the address provided on the Petition for Entry into the Respiratory Therapy program.**
 - c. **The original results of a current Child Abuse Clearance**
 - d. **The original results of a current Pennsylvania Criminal Record Check (or Federal Criminal History Check, if applicable).**
9. **Complete ONE of the two options listed on the following page.** →

You **MUST** complete **ONE** of the following **TWO OPTIONS FOR ADMISSION** into Delaware County Community College's 2009 Respiratory Therapy program:

(1.) Testing Option:

Achieve the following minimum score on the ACT or SAT before the petition deadline of July 23, 2009. *Please note: Scores must be current within five years of beginning clinical work (therefore, taken September 2004 or after).*

ACT Composite* – 19 or higher OR SAT – 910 or higher**

*Delaware County Community College offers the ACT through the Assessment Center (Room 2195, Main Campus, 610-359-5322). Please call this office for more information about taking this test.

**For students taking the new SAT with writing section and total score value of 2400, only the math and critical reading sections (not the writing section) will be used in calculating the score requirement of 910 or higher.

OR

(2.) Credit Option:

Achieve a "C" or better and a cumulative GPA of 2.5 or higher in ALL FOUR of the following courses. *Please note: GPA will be calculated using only the following four courses.*

1. English Composition (ENG 100) ... 3 credits
2. College Mathematics (MAT 100 or higher, not MATH 105) ... 3 credits
3. College Chemistry (CHE 106 or higher) ... 3 or 4 credits
4. Human Anatomy (BIO 117) ... 4 credits

- If you plan to qualify with the Credit Option, all four courses listed above must be completed and the grades available BEFORE the petition can be considered complete. Courses must be completed by the deadline of July 23, 2009. Grades for courses scheduled for the 2009 Summer II Session will not be available by the deadline; therefore, those choosing the credit option should complete all courses by the end of the Summer Session I.
- Students using courses completed at other colleges / universities to fulfill this credit option should note that their GPA will be recalculated according to the College's grading system and credit value for admissions purposes only.
- According to College's policy, students may only repeat a course to improve their grade point average if the initial grade was "D", "N", "W", or "F". Please see the College's Student Handbook for more information.

Important Notes

- ◆ Students will be offered a seat for the program when ALL steps have been successfully completed, if a space is available.
- ◆ The Admissions Office will notify students by mail regarding the status of their admission into the program. It can take 4-6 weeks to evaluate petitions. If your petition is incomplete, you will be notified of what is still needed to complete your application.
- ◆ Students are not permitted to defer their enrollment in the Respiratory Therapy program for a future enrollment date. They must reapply in accordance with the policies and procedures required at that time.
- ◆ If offered admission, students will be required to submit a non-refundable deposit in the amount of \$100 to hold their seat. This deposit will ONLY be refunded if a student remains enrolled in RTH 100 and RTH 101 in Fall 2009 for the first three full weeks of the semester. All previous balances must be paid prior to paying the \$100 deposit.
- ◆ Attendance at a special college planning in Summer 2009 for advisement and registration for clinical is required. Admitted students will be notified of this session. Admitted students must pass a drug test at this time in order to do their clinical at Crozer-Chester Medical Center.
- ◆ It is the student's responsibility to notify the Admissions and Records Offices of any changes in address or phone number. We must be able to contact you.
- ◆ Credits received for BIO 117 and BIO 118 (Human Anatomy and Physiology) prior to enrollment MUST BE CURRENT within 5 YEARS of the date you begin your first clinical course (therefore, dated Fall 2004 or later).
- ◆ All previous balances must be paid prior to paying for and registering for the HOBET test.

Child Abuse Clearance and Criminal Record Check

- ◆ PLEASE NOTE: Students who have been convicted of a prohibitive offense contained in Act 13 and/or Act 169* **may not be able to complete their studies** because clinical experiences needed for course/program success may be prohibited. If a student cannot complete his/her clinical studies, he/she will not be accepted into the Respiratory Therapy program.
*A detailed list is available for review in the Admissions and Allied Health Offices.
- ◆ Results from both the Child Abuse clearance and the Criminal Record check MUST be current within one year of beginning Respiratory Therapy Principles and Practicum I (RTH 100 and 101). Therefore, clearances must be dated September 1, 2008, or after to be considered valid. Please note that you may be required to update the clearances you submitted for admission to the program before beginning the clinical work.

Special note: If you have not been a resident of the Commonwealth of Pennsylvania for the last two consecutive years, a Federal criminal history check is required instead of the Pennsylvania Criminal Record Check. The Child Abuse Clearance is also required. If a report of Federal criminal history is required, you must provide a full set of fingerprints to the Pennsylvania State Police.

Placement Tests

- ◆ Full-scale placement tests are required for any student who has not completed college-level math or English Composition with a grade of "C" or better.
- ◆ To waive placement tests, send an official transcript that verifies the completion of college-level math and English Composition with a grade of "C" or better. Complete the College's "Petition for Transfer of Credit" form.
- ◆ Developmental and remedial courses MUST be completed before beginning RTH 100/101.

No petitions or supporting documentation will be
accepted after July 23, 2009!
The information in this packet will expire on July 23, 2009.

Additional Information on the Health Occupations Basic Entrance Test (HOBET)

- ◆ Applicants must receive the following minimum scores from a *single testing session* of the HOBET to qualify for admission to Delaware County Community College's Respiratory Therapy program: "Essential Math Skills" 60%, "Reading Comprehension" 60%, AND "Your Composite Percentage" 60%. Applicants who do not meet all three minimum scores from a single testing session will not be considered for the program, even if all the other requirements are completed.
- ◆ The computerized test lasts approximately 3 hours and will be given a number of times throughout the year at the Main Campus in Media, PA. **Students wishing to meet the deadline of Thursday July 23, 2009 should complete their testing before the deadline.** Please call Eli Johnson in Admissions at 610-359-5005 to register.
- ◆ You may take this test a total of 3 times only (NOT 3x's a year). If you have not achieved the minimum scores required by the third test, you will not be able to schedule the test again. **Students WILL NOT be permitted to schedule a retest any earlier than six weeks after each testing date in order to allow for a sufficient preparation period.**
- ◆ If you take the HOBET more than once, please understand that the Respiratory Therapy Admissions Committee will consider your highest scores from a single test. Scores from more than one test will not be split or mixed.
- ◆ **A test preparation book for the HOBET test is available for purchase in the College's Bookstore on the Main Campus.** Limited copies are available in the Library for students with a Delaware County Community College student ID and proof of registration for the HOBET test.
- ◆ If you have a documented disability, please contact the Office of Special Needs Services (610-325-2748).
- ◆ Once you have completed the HOBET, a testing proctor will give you an official printout of your score report. **This printout is the ONLY copy of your official score report that will be produced! It is imperative that you retain this printout of your score report for your records as it will be the only paper report of your scores.** The College recommends that you make additional copies of your score report in the event that you misplace the original! The College will still receive and record your results electronically for review of your petition to the Respiratory Therapy program.
- ◆ Calculators are not permitted during the test.

Respiratory Therapy Associate Degree Curriculum			
First Year (fall)	Credits	Second Year (fall)	Credits
RTH 100 Respiratory Therapy Principles I	4	RTH 200 Respiratory Therapy Principles III	3
RTH 101 Respiratory Therapy Practicum I	4	RTH 201 Respiratory Therapy Clinical Practicum III	6
BIO 117 Human Anatomy	4	RTH 204 Pulmonary Pathology Clinical Rounds I	2
PSY 140 General Psychology	3	ENG 100 English Composition I	3
Total:	15	AHM 220 Applied Microbiology	1
		Total:	15
First Year (spring)		Second Year (spring)	
RTH 102 Respiratory Therapy Principles II	2	RTH 202 Respiratory Therapy Principles IV	3
RTH 103 Respiratory Therapy Practicum II	6	RTH 203 Respiratory Therapy Clinical Practicum IV	6
CHE 110 General Chemistry	4	RTH 205 Pulmonary Pathology	2
BIO 118 Human Physiology	4	ENG 112 English Composition II	3
Total:	16	_____ Humanities Elective	3
		Total:	17
First Year (summer I)		Second Year (summer I)	
RTH 104 Respiratory Therapy Summer Clinical I	5	RTH 206 Respiratory Therapy Summer Clinical III	4
First Year (summer II)		Total Hours:	77
RTH 105 Respiratory Therapy Summer Clinical II	5		

RESPIRATORY THERAPY CLASSES/CLINICAL SCHEDULE

RESPIRATORY THERAPY COURSES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(Fall) RTH 100, 101	RTH 101 1:25 - 4:30 p.m.	RTH 100 1:25 - 3:35 p.m.	RTH 101 1:25 - 4:30 p.m.	RTH 100 1:25 - 3:35 p.m.	RTH 101 1:25 - 3:35 p.m.
(Spring) RTH 102, 103	RTH 103 1:25 - 4:35 p.m.	RTH103 1:25 - 4:35 p.m.	RTH 102 1:25 - 3:35 p.m.	RTH 103 1:25 - 4:35 p.m.	RTH 103 1:25 - 4:35 p.m.
(Summer I & II) RTH 104 & 105 Clinical I & II	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)
(Fall) RTH 200, 201, 204	RTH 201 8:00 - 11:00 a.m.	RTH 201 6:45 - 1:15 p.m.	RTH 200 8:00 - 11:00 a.m.	RTH 204 7:30 - 11:30 a.m.	RTH 201 6:45 - 10:15 a.m.
(Spring) RTH 202, 203, 205	RTH 203 6:45 a.m. - 1:15 p.m.	RTH 202 8:00 - 11:00 a.m.	RTH 203 6:45 - 1:15 p.m.	RTH 205 7:30 - 11:30 a.m.	
(Summer I) RTH 206 Clinical III	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)	6:45 a.m. - 9:15 p.m. (1 st <u>or</u> 2 nd shift)



Respiratory Therapy Petition 2009

Delaware County Community College
901 South Media Line Road
Media, PA 19063
610-359-5050

Student ID # (or Social Security Number) _____ - _____ - _____

Legal Name: _____
Last First Middle

Maiden Name: _____
Last

Legal Address: _____
Street Address
City State ZIP

Home Phone: _____ Work Phone: _____

Email: _____

Check one: _____ High School Graduate* _____ GED Certification*

* Official, final High School Transcript or GED results MUST be on file in the Records Office.

College(s) from which transcripts are being sent**: _____

** Please contact the Assessment Center (Room 2195, Main Campus, 610-359-5322) and ask for a "Petition for Transfer of Credit" form. This must be done in order to have your transcripts evaluated.

I chose to qualify by this option (check one only) : _____ Credit Option
_____ Testing Option - if so, please indicate:
_____ SAT (OR) _____ ACT

I have been a resident of the Commonwealth of PA for the past 2 years or longer: ___ YES ___ NO*
*If you answered "no" to the previous question, you must also submit the results of a Federal criminal history check.

Signature

Date

Helpful Checklist

- _____ 1. Submit an application for admission to Delaware County Community College, if not enrolled within the past year.
- _____ 2. Complete the College's placement test or waive the test if English Composition and college level math have been successfully transferred to Delaware County Community College.
- _____ 3. Send official, final high school transcript or GED certification verifying date of graduation / certification to Records Office and confirm its receipt with Eli Johnson.
- _____ 4. Send official college transcripts to the Records Office AND complete the "Petition for Transfer of Credit" form to have transcripts evaluated by the Assessment Center.
- _____ 5. Complete the HOBET (Health Occupations Basic Entrance Test) and achieve minimum scores from a single testing session ("Essential Math Skills" 60%, "Reading Comprehension" 60%, and "Your Composite Percentage" 60%). Please cont. Eli Johnson in Admissions to schedule this test (610-359-5005)
- _____ 6. Observe a respiratory therapist. To schedule an appointment, please contact Patti Curran, Program Coordinator, at 610-447-2440.
- _____ 7. Obtain current results of the Child Abuse Clearance AND appropriate Criminal Record Check.
- _____ 8. Complete ONE of the two OPTIONS FOR ADMISSION listed on page 3 of this packet.
- _____ 9. Submit TOGETHER the (1) Respiratory Therapy petition, (2) legible photocopy of the Proof of Residence, (3) original results of a current Child Abuse Clearance, and (4) original results of the appropriate, current criminal record check. Please submit them to the Admissions Office at the Main Campus.

Questions?

Please direct questions regarding the *admissions process* (information listed on page 2-3) to Eli Johnson, Assistant Director of Admissions (phone: 610-359-5005, email: ejohnson@dccc.edu).

Please direct questions regarding the field of Respiratory Therapy or questions regarding advisement of classes to Patti L. Curran, Respiratory Therapy Program Director (phone: 610-447-2440, email: patti.curran@crozer.org).