

**Effective January 1, 2022, proof of Covid vaccination will be required for students, employees and visitors.**

The Respiratory Therapy Program at Delaware County Community College (DCCC) is a special admission program with limited seating. The process for applying to the Respiratory Therapy Program is called "petitioning." The process of petitioning requires the candidate to fulfill all entrance requirements listed in this packet **prior** to submitting their petition.

- All applicants must meet the admissions criteria as stated in this packet **before a seat** in the program or a position on the wait list can be awarded. Seats are awarded on a **first come, first qualified** basis.
- There is a maximum of **16 seats** available each fall.
- The Respiratory Therapy courses begin **each fall semester** and are offered during the **daytime only**. Clinical rotations may be assigned for first, second, or third shift (see page 16).
- All petitions and supporting documentation must be submitted no later than **Thursday, July 7, 2022** to be considered for a seat in the Fall 2022 program or for a position on the wait list.
- Petitions and/or supporting documentation submitted after July 7, 2022 will not be accepted. The information in this packet will expire on July 7, 2022.
- Grades for courses scheduled for the 2022 10-week Summer I Session and the Summer II Session **will not** be available by the petitioning deadline. Therefore, all prerequisite and developmental courses must be completed by the end of the 6-week 2022 Summer I Session to be eligible for program consideration.
- The Admissions Office encourages candidates to complete and submit all requirements as soon as possible as the program may fill before the July 7, 2022 deadline.
- Clinical rounds are done at Crozer Chester Medical Center (Upland), Children's Hospital of Philadelphia, and PromptCare Inc., Home Care Services (King of Prussia), Delaware County Memorial Hospital (Drexel Hill), Taylor Hospital (Ridley Park), Springfield Hospital (Springfield), and Cooper Medical Center, (Camden, NJ).
- All candidates are encouraged to attend a virtual INFORMATION SESSION. See 2<sup>nd</sup> box below.

### **Petitioning Dates**

- Candidates residing in **sponsoring\*** school districts may petition beginning: **Monday, December 6, 2021**
- All other candidates may petition beginning: **Monday, January 17, 2022**

\* At present, the sponsoring school districts are Chester-Upland, 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.

### **Virtual Respiratory Therapy Information Sessions**

Attending a virtual Information Session via Zoom is highly recommended in order to learn more about the curriculum and the special admission requirements. Be sure to read the entire packet prior to the session.

VIRTUAL INFO SESSION DATES AND TIMES ARE POSTED ON THE WEBSITE LINK:

[www.dccc.edu/respiratory-info-sessions](http://www.dccc.edu/respiratory-info-sessions)

Registration is required VIA THE LINK ABOVE to participate in a session!

## PETITIONING PROCESS

The Respiratory Therapy (RT) program at Delaware County Community College (DCCC) has a unique, two-part application process that is required for all RT candidates. In order to be considered for admission into the RT program, applicants must complete the items listed in PART 1/General Admission listed below.

Once the general admission process is complete, a candidate may proceed and complete the items in PART 2/Special Admission and petition for the College's RT program. Be certain to distinguish between general admission and special admission. Both application processes must be completed correctly in order for the candidate's petition to be considered.

Opening and closing deadlines apply to the petitioning process (See page 1.) Both PART 1 and the items in PART 2 must be complete **before a candidate can submit their petition for consideration**. Note: Personal letters of recommendation and character references are not considered towards admission.

### **PART 1**

#### ***General Admission***

General Admission is the first step required for consideration into the Respiratory Therapy (RT) program. This process will provide students with acceptance to the College and access to register for non-clinical classes, but not to the actual clinical portion of the program.

1. Complete and submit a general admission application to the Admissions Office. It is best to indicate on the application your intent to apply to the College's RT Program by choosing HSTU (Health Studies) as a major code. Being accepted into HSTU does not guarantee nor imply special consideration for acceptance into the actual RT Program. (See Requirement #1, page 3.)
2. Demonstrate college readiness in English & mathematics. (See Requirement #2, page 3).
3. Transfer previously earned college credits into Delaware County Community College. (See Requirement #3, page 3.)
4. Submit an official, final copy of high school documentation. (See Requirement #4, page 4.)
5. It is recommended, but not required, that a student complete the Free Application for Federal Student Aid (FAFSA). (See Requirement #5, page 5.)
6. Participate in a virtual **RESPIRATORY THERAPY INFORMATION SESSION** to learn more about the program and the requirements needed to complete the petitioning process. See front of packet on how to register for this event.
7. Complete Orientation & with the help of an advisor schedule general education and pre-requisite classes as part of the general enrollment process. Directions for all general enrollment processes will be detailed in the student's Welcome Packet upon submitting an application to the College. (Requirement #7, page 5.)

### **PART 2**

#### ***Special Admission***

Upon completion of the general admission process, candidates can begin the second part of the process: submission of their Respiratory Therapy petition. Each candidate is required to **complete all requirements** to be considered for the program. Opening and closing deadlines apply. (See page 1.)

1. **Verify** that the College has received the required high school documentation or appropriate evaluation (See Requirement #4). The documentation must be received and stored on the College's database **before a candidate can petition**. (See Requirement #4, page 4, **How to Verify**)
2. Arrange a date to observe a Respiratory Therapist. (See Requirement #6, page 5.)
3. Complete pre-requisite coursework. (See Requirement #7, page 6.)
4. Take the Test of Essential Academic Skills (TEAS) between the TEAS Testing dates allowed for the entrance year selected. (See page Requirement #8, pages 7 & 8.)
5. Obtain and electronically store all three clearances on Castle Branch. Note: Photocopies of all three background clearances: FBI, Child Abuse & Statewide Criminal PA Report must also be submitted at the time of petitioning. (See Requirement #9, pages 9 through 11.)
6. Maintain a Delaware County Community College overall minimum GPA of a 2.0 or higher from the time of petitioning to entrance into RTH 110. (See Requirement #10, page 11.)
7. Be in compliance and in good standing with the College's Code of Conduct. (See Requirement #11, page 11.)
8. Provide proof of residency via a valid, current, legible photocopy from the approved list of documents. (See Requirement #12, page 12.)
9. **Submit your petition form and all required PDF documents via email to: [petitioning@dccc.edu](mailto:petitioning@dccc.edu)** (See Requirement #13, page 12.)

## REQUIREMENTS FOR ADMISSION

All admission requirements listed on the following pages must be completed before a seat in the program or a position on the wait list can be awarded. The Admissions Office encourages candidates to complete and submit all requirements as soon as possible once the petitioning period opens as the seats in the program may fill prior to the final deadline.



### #1 APPLY FOR GENERAL ADMISSION

**Complete a Delaware County Community College application for admission.** Current students, those enrolled or currently registered for classes, do not need to apply to the College again. If you previously enrolled at the College and stopped attending for one year or longer, you must submit another application and indicate that you are applying for readmission. It is important to note that acceptance to the College does not guarantee acceptance into this special admission program. Link to the application page here:

<https://www.dccc.edu/admissions/apply>.

Students will receive a Welcome Packet via USPS approximately one week after their application is received and processed. The Welcome Packet will include important information about accessing the student communications portal delaGATE and “Next Steps” in the enrollment process.



### #2 DEMONSTRATE COLLEGE READINESS IN ENGLISH & MATH

**All candidates must demonstrate college readiness to begin college level coursework.** Please note that students can waive the placement test with the appropriate SAT or ACT scores or other measurements. Criteria for waiving the Accuplacer Placement Test can be found here: <https://www.dccc.edu/placement-testing>.

Students new to the College experience who do not meet the criteria to waive the Placement Test will be required to take the Accuplacer Placement Test. This test will measure the student’s current academic level in English composition, reading and mathematics. Test results will assist the College advisors in developing an educational plan, including any remedial coursework that may be necessary.

Before students can schedule placement examinations a Delaware County Community College [application](#) must be submitted (See Requirement #1). For questions about course placement, contact Assessment Services at either 610-359-5322 or 610-325-2776 or [testingcenter@dccc.edu](mailto:testingcenter@dccc.edu).



### #3 TRANSFER COLLEGE CREDITS EARNED

If applicable, submit official transcript(s) from each college and/or university attended. Send all official, final, transcript(s) to the following address:

**Delaware County Community College  
901 South Media Line Road  
Media, PA 19063  
Attn: Admissions Office**

If an electronic document sharing service is offered by the sending institution a final, official, e-transcript should be sent to: [records@dccc.edu](mailto:records@dccc.edu). Transcripts cannot be emailed directly by students. They must be sent by an electronic document sharing platform (e.g., Parchment or the National Student Clearinghouse).

Once evaluated and transferred into DCCC, evaluated credits will appear on the student’s Degree Works page marked with a “T” indicating that course(s) were accepted in transfer. The process to transfer courses may take 4-8 weeks; please plan accordingly in order to meet petitioning deadlines.

**INTERNATIONAL CREDENTIALS:** If you attended a college or university outside the United States and want to transfer those credits earned into the College, you must submit a [course-by-course evaluation](#) report from an approved credential evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at [www.naces.org](http://www.naces.org). Please note, English courses from foreign countries are not eligible for transfer into the College; therefore, these students must take the English and reading portions of the Placement Test (See page 3 on how to schedule the Placement Test).



## #4: HIGH SCHOOL CREDENTIALS

Submit sealed, official, final document credentials indicating successful high school graduation or its equivalency. This step must be completed by all candidates regardless of post-secondary educational experience(s). If you have been a student at the College in the past, please take note that a copy of your high school transcript may no longer be on file if you have had a gap in your enrollment with the College for a year or longer. Follow the directions and verify that this required document is on file with the College to insure that you have met this requirement. If you are in doubt about this document being on file, we recommend that you have it sent again and follow through with a verification request to the Admissions Office as noted below.

**CHOOSE THE SCENARIO APPROPRIATE FOR YOU and follow the directions accordingly:**

**1. HIGH SCHOOL TRANSCRIPT**

Contact the Guidance Department of the high school where you graduated. Request an official and final transcript to be sent directly to the College. (See the College's mailing address below.)

**2. GED TRANSCRIPT 30-Credit Plan Diploma**

Contact the Department of Education (DOE) in the state where you were granted your GED. Most DOE's offer a "Transcript Request Form" that can be accessed by using the "SEARCH BOX" on their website.

IMPORTANT NOTE: An open copy of your GED test scores indicating that you passed the GED test or a copy of your diploma are not acceptable documents. You must order a separate, official copy of your GED transcript from the DOE and have that document sent directly from the DOE to the College to fulfill this requirement. (See the College's mailing address below.)

**3. INTERNATIONAL DOCUMENTATION**

If you attended high school outside the United States, you must submit a document-to-document evaluation report that indicates you earned credentials equivalent to a U.S. high school diploma. This document must come from an approved credentialing evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at [www.naces.org](http://www.naces.org). (See the College's mailing address below.)

### **DIRECTIONS: WHERE TO SEND YOUR HIGH SCHOOL, GED or NACES member evaluation TRANSCRIPT**

Have your official, final, credentials sent to:

**Delaware County Community College  
901 South Media Line Road  
Media, PA 19063  
Attn: Admissions Office**

If an electronic document sharing service is offered by the sending institution a final, official, e-transcript should be sent to [records@dccc.edu](mailto:records@dccc.edu). Transcripts cannot be emailed directly by students. They must be sent by an electronic document sharing platform (e.g., Parchment or the National Student Clearinghouse).

### **DIRECTIONS: VERIFY THAT YOUR HIGH SCHOOL CREDENTIALS ARE PROPERLY ON FILE**

**Verify that your official, final, high school credentials are properly on file with the College.** To verify the receipt of this required document by the College, please email the Admissions Office ([admiss@dccc.edu](mailto:admiss@dccc.edu)) with the information below. Do not telephone the College for this information. Instead, please email the address above with the information below:

- Your full name as indicated by your permanent records at the College
- Maiden name, if applicable
- Date of Birth
- DCCC Student ID Number (P#)
- Name of school or agency

## CREDIT FOR PRIOR LEARNING

Students may be eligible to receive or earn credit for knowledge acquired through life and work experiences that are closely related to the learning objectives of the College's credit courses. This knowledge may have come through on-the-job experiences, professional workshops, non-credit classes, business or technical schools, personal study or other pursuits.

\*Portfolio Development

\*Credit for Military Training Schools

\*College Level Examination Program (CLEP)

\*Transfer Credits from Other Colleges

\*Credit by Examination

\*Advanced Placement

Students interested in pursuing credit for prior learning options should contact Assessment Services at **610-359-5322** or email [assess@dcc.edu](mailto:assess@dcc.edu).



### #5: APPLY FOR FINANCIAL AID (FAFSA)

This step is highly recommended, yet not an admission requirement and therefore not required to petition. However, one of the keys to success in college is having a plan to pay for your education. Applying for financial aid is easy when you follow the step-by-step guide offered on the College's website at: <http://www.dccc.edu/fafsa>. Deadlines apply, so file your application without delay. If you have questions or need help regarding financial aid call the College at 610-359-5330 or email [finaid@dccc.edu](mailto:finaid@dccc.edu).



### #6: MEET WITH THE PROGRAM DIRECTOR

All applicants are required to meet with Patti Curran, Program Coordinator/Respiratory Therapist, prior to petitioning to the program. To schedule an appointment with Patti Curran, telephone: **610-447-2440**.



### #7: ORIENTATION & COURSE REGISTRATION

All new students to the College are required to complete Orientation prior to meeting with an Advisor for course selection:

1. Visit **orientation.dccc.edu**.
2. You will be prompted to log into your delaGATE account using your DCCC ID number (included in your admission letter and starts with P00). Your initial password will be your date of birth in the format MMDDYY (e.g., 122198).
3. Once logged in, follow the prompts to complete the modules.
4. Upon FULL completion of Online Orientation, you will receive a certificate of completion.

With the help of an Advisor, candidates should register for pre-requisite and non-clinical general education courses. It is highly recommended that all the non-clinical courses (those listed without "RTH" as a prefix) be completed prior to entering the program. This academic plan will best prepare the candidate for academic success. A list of the non-clinical courses can be found on page 15.

## REQUIRED PRE-REQUISITE COURSEWORK

In order to petition for a seat in the program the three (3) prerequisite courses listed below must successfully be completed and a grade posted or the notation of the letter "T" for transfer or "CR" for course credit be listed on the candidate's Degree Works before a candidate can submit their petition for seating consideration. All courses transferred into DCCC must be properly transferred and in place prior to the final deadline of Thursday, July 7, 2022.

1. **ENG 100 English Composition** **3 credits**
2. **CHE 110 General Chemistry with lab** **4 credits**
3. **Proficiency at the MAT 128 level or above.**

Demonstrated by the following:

Completion or transfer of any of the following algebra based math courses: MAT 110, MAT 128, MAT 135, MAT 151, MAT 152 or MAT 160 with a grade of "C" or better

**OR** DCCC placement test score for Math placement into MAT 140, 150, or 160.

All three (3) pre-requisite courses below must be satisfactorily completed with a grade of "C" or better and a 2.5 or higher GPA (grade point average) earned on the three (3) pre-requisite courses listed below before a seat in the program or a position on the wait list can be awarded. Credits for pre-requisite courses earned at other institutions can be transferred into the College by following the directions on page 3, Requirement #3: TRANSFER COLLEGE CREDITS EARNED.

**Important Note:** Candidates must complete all required courses no later than the end of the Summer I semester ending June 29, 2022. Course grades for classes taken in the 10-week Summer 1 semester format and the Summer II semester will not be earned by the deadline.

### **DIRECTIONS: CALCULATE GRADE POINT AVERAGE (GPA) ON PRE-REQUISITE COURSES**

1. Determine the points earned in each course. Must earn a "C" or better (A=4 points, B=3 points, C=2 points).
2. Multiply the number of credits by the number of grade points for each course to determine the quality points.
3. Divide the sum of the quality points by the total number of credits.
4. The result is the GPA for the required pre-requisite courses.

<b><u>COURSE/GRADE</u></b> <i>Must earn a "C" or better</i>	<b><u>CREDITS EARNED IN</u></b> <b><u>COURSE</u></b>	<b><u>GRADE POINTS</u></b>	<b><u>QUALITY POINTS</u></b>
<b>ENG 100</b>	3		
<b>MATH</b>	3 or 4 or 5		
<b>CHE 110</b>	4		
	<b>TOTAL # OF Credits:</b>		<b>SUM:</b>

## PART 2: SPECIAL ADMISSION REQUIREMENTS



### #8: TAKE THE TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

All candidates are required to submit qualifying TEAS scores at the time of petitioning. Having earned a bachelor's degree or higher **does not exempt** a candidate from this requirement. Studies have shown that scores on this test are a predictor of success in the Respiratory Therapy (RT) program and for passing the credentialing exam. Consequently, the College relies on the TEAS scores and their earned coursework when determining an applicant's potential for success both in the program and on the credentialing exam.

It is highly recommended, though not required, that students complete all necessary remediation coursework before attempting the TEAS. In addition, taking as many of the non-clinical general education and/or pre-requisite courses, like Human Anatomy & Physiology and mathematics will better prepare a testing candidate for the rigors of the TEAS test.

1. **Applicants must achieve all the following minimum Adjusted Individual Scores (AIS) from a single testing session:**
  1. **Composite Total: 50%**;
  2. **Reading: 54%**;
  3. **Science: 33%**;
  4. **Mathematics: 46%**;
  5. **English Language and Usage: 46%**
2. **Candidates for the Fall 2022 program may take the TEAS a total of three times (3) between the dates of October 1, 2021 and May 31, 2022.** All TEAS tests must be taken within these dates to be eligible to petition for Fall 2022 program consideration. Once a candidate has reached the three-time maximum within this TEAS Testing Period for entrance Fall 2022, no other TEAS testing attempt(s) will be considered. Therefore, candidates should carefully prepare to take the TEAS. (See "How to Prepare for the TEAS" located on the next page.) If a candidate takes the TEAS more than three times within the allotted TEAS testing period, only the first three attempts will be considered for entrance into the Fall 2022 Respiratory Therapy program.
3. **Applicants who do not meet all the minimum scores listed above from a single testing session out of three (3) possible attempts during the TEAS Testing Period will not be considered for the program, even if all the other requirements are completed.**
4. **Scores from more than one test are not split or mixed, nor are the scores rounded up or down.** Candidates must meet the exact percentage score as presented above to be a valid passing score in a single section. For example, if the minimum score needed is a 54%, earning a 53.9% **does not fulfill** the requirement.
5. **There is no required wait time between testing, but research shows that remediation and studying of weak content areas is a best practice.** Keep in mind, students will be charged a fee each time they take the TEAS. See page 8 for current fee charges.
6. **The test lasts approximately 3.5 hours.** Each of the four sections has its own time limit. Both in-person and on-line remote testing is available. In-person testing is offered at the Marple campus. The testing schedules are posted on the ATI Testing website. See page 8, "How to Schedule the TEAS."
7. **A basic 4-function calculator is embedded in the math section of the test for student use.**
8. **You will receive your TEAS results immediately upon completion of the test.** A separate score report will not be mailed to you. The College will receive and record your TEAS results electronically.
9. **If you have a documented learning disability**, please contact the Office of Disability Services (610-325-2748) for further instruction.



## **DIRECTIONS: HOW TO PREPARE FOR THE TEAS**

1. It is recommended that candidates complete both Human Anatomy & Physiology I and II (BIO 150 and BIO 151) prior to attempting the TEAS. The Science section of the TEAS is heavily weighted with anatomy & physiology questions. Therefore, having successfully taken both Human Anatomy & Physiology I and II (BIO 150 and BIO 151) will best prepare a candidate for the rigors of this standardized test. Additionally, research suggests that the more pre-requisite and general education courses a candidate has completed prior to taking the TEAS, like a college-level math and English Composition, the more successful the candidate will be on the TEAS.
2. The **ATI TEAS Study Guide** is available for purchase through ATI Testing at [www.atitesting.com](http://www.atitesting.com). The Delaware County Community College Bookstore also carries the Study Guide for purchase. Limited copies are available for review in the Learning Commons for students with a valid College student ID card and proof of registration for the test.
3. **Online practice exams** and study resources are available at [www.atitesting.com](http://www.atitesting.com) for a fee. Note, practice exam scores are not considered valid scores for admission into the program.
4. At times, the College's Continuing Education Department offers TEAS Test Preparation Courses. For information and registration please call: 610-359-5025.

## **DIRECTIONS: HOW TO SCHEDULE THE TEAS TEST**

Delaware County Community College is a TEAS testing site. Candidates to the program must register, pay, and schedule TEAS testing through ATI Testing, the creators of the TEAS. Candidates can take the TEAS in-person or remotely. The remote test proctoring will be conducted via a virtual format. If you have questions about the remote testing process and the electronic equipment needed to take the TEAS remotely, please contact DCCC's Testing Center at: [testingcenter@dccc.edu](mailto:testingcenter@dccc.edu)

Testing fees are non-refundable and registrations with ATI are final. The cost of each TEAS test is \$92.00 plus fees and taxes. Students may reschedule only once per test through the College's Assessment Services office. To reschedule a test, please make your request by submitting the copy of the testing receipt to the Assessment Services office at [assess@dccc.edu](mailto:assess@dccc.edu). The Assessment Services office will then contact you to reschedule a date/time.

### **HOW TO SCHEDULE:**

1. Go to [www.atitesting.com](http://www.atitesting.com).
2. Create an Account or Sign-In if you are a previous user.
3. Register for the TEAS – Use the drop-down menus to choose Delaware County Community College.
4. Choose your testing day, time, and campus location (if applicable) from the available offerings.
5. Check out and pay.
6. Print your confirmation and testing details.
7. Have your confirmation at the ready on testing day along with a current photo ID.

**NOTE:** If at any time you have trouble navigating the process, please call ATI directly at: (800) 667-7531

## **DIRECTIONS: TRANSFERRING TEAS SCORES FROM ANOTHER TESTING SITE**

TEAS scores taken at another testing site other than Delaware County Community College may be used to petition for the program, but candidates must order and pay for their official score reports to be sent to DCCC's Assessment Services through ATI Testing. **Student copies will NOT be accepted.** Please note, a student's petition will not be considered until the official test results have been received and recorded by Assessment Services Department at DCCC. Contact ATI Testing via their website, [www.atitesting.com](http://www.atitesting.com), to learn about the process for ordering TEAS test reports for tests taken at other testing sites. The final deadline to have your scores sent, evaluated, and stored into DCCC's database is **July 7, 2022**. Plan accordingly so this deadline is met.





## #9: OBTAIN BACKGROUND CLEARANCES

Castle Branch has been contracted by the College to assist students in obtaining and storing required background clearances. Petitioning students are required to create a Castle Branch account, called myCB/CP, a secure platform that offers students directions on how to obtain the required clearances. The fee for this service is \$39.00, payable to Castle Branch. The fee includes the cost for the Statewide Criminal PA Report which will automatically be posted on the student's myCB/CP account. Once the order has been placed, students may use their login to access additional features including document storage, portfolio builders and reference tools.

A total of three (3) background clearances dated **September 1, 2021 or later** are required to properly petition for entrance Fall 2022. Additional clearances may be required for out-of-state candidates. Both the **FBI and the Child Abuse reports** should be ordered from the **Department of Human Services**.

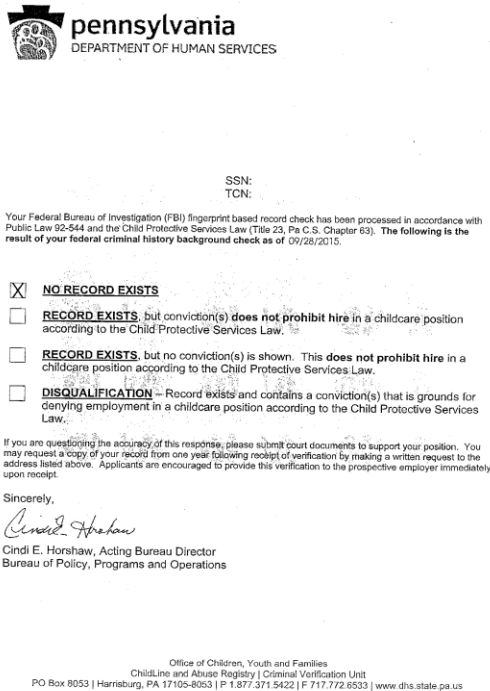
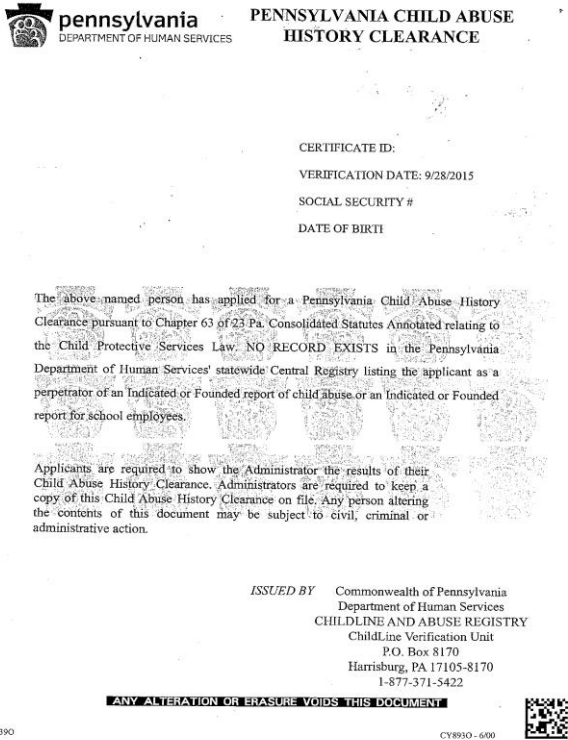
1. **Statewide Criminal PA Report** (included with the \$39.00 fee & Castle Branch will post on your account page)
2. **Federal Criminal History (FBI) Report** – (IdentoGO/IDEMIA – see page 10).
3. **Child Abuse History Clearance** – (see page 10).

Clearances must be completed by the student and uploaded, stored, and approved by Castle Branch before submitting a petition to the program. Plan accordingly to meet deadlines as it can take several weeks for clearances to be processed by government agencies. Please note that securing clearances may be delayed during peak times of the year.

### **DIRECTIONS: SECURING AND STORING CLEARANCES WITH CASTLE BRANCH**

1. Go to: [www.castlebranch.com](http://www.castlebranch.com)
2. Click the blue box “**Place Order**” at the top right-hand side of the landing page.
3. Enter **DD74** in the Package Code box.
4. Click “**SUBMIT**”
5. Review the contents on this page, check off the boxes required to proceed and click “**CONTINUE**”
6. Fill out all the required fields to set up your account.
7. **PAYMENT INFORMATION**- At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted but will result in a \$10 fee and additional turn-around-time.
8. Castle Branch will email you directions on how to obtain your FBI and Child Abuse reports. These two clearances must be obtained from the Department of Human Services.
9. Castle Branch will automatically run and post your PA Criminal History report to your Castle Branch account. You must print this and create a PDF to attach and submit at the time of petitioning (See Requirement #13).
10. Upload the results you received for both the Child Abuse and FBI reports from the Department of Human Services to your Castle Branch account. Be sure to check all criminal history reports for accuracy prior to uploading to your Castle Branch account.
11. View your results on Castle Branch prior to petitioning. You will be notified by Castle Branch if there is any missing information needed to process your order. Your order will show as “In Process” until it has been completed in its entirety. Requirement #9 is not complete until they are approved by Castle Branch. This process can take 3 to 5 business days once you upload the documents. Only if they are approved, may a candidate petition if all other requirements listed in the packet are fulfilled.

**If you need assistance with any of the above processes, please contact Castle Branch at 888-723-4263 (Option #1) or email: [cpservicedesk@certifiedprofile.com](mailto:cpservicedesk@certifiedprofile.com)**

FBI Report	Child Abuse Clearance
<p><b>Average time to obtain:</b> 2-3 weeks (may take longer)</p>	<p><b>Average time to obtain:</b> On-line ordering will take 2-3 weeks to get results back. Paper submissions could take longer than this.</p>
<p><b>How to obtain:</b></p> <ul style="list-style-type: none"> <li>Go to the IdentGO/IDEMIA website at <a href="https://www.identgo.com/locations/pennsylvania">https://www.identgo.com/locations/pennsylvania</a>.</li> <li>Scroll down and choose "Digital Fingerprinting."</li> <li>Enter the "Service Code" provided by Castle Branch.</li> <li>Follow the directions to complete your registration.</li> <li>For Reason Fingerprinted select: <b>EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN.</b></li> <li>Results will be returned to you via U.S. Postal Service, so use your current, legal address.</li> <li>Once the final FBI report is mailed back to you via the U.S. Postal Service, open the letter and check for accuracy.</li> <li>Upload this document to your Castle Branch account.</li> <li>All Rap Sheet reports (if applicable) must be posted as well to fulfill this requirement.</li> </ul>	<p><b>This clearance report is required even if you have never lived in Pennsylvania. For questions related to the PA Child Abuse History Clearance, please contact the Childline Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.</b></p> <p><b>How to obtain:</b>  <b>ON-LINE SUBMISSION:</b></p> <ul style="list-style-type: none"> <li>Go To: <a href="https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx">https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx</a></li> </ul> <p><b>PAPER SUBMISSION:</b>  Paper submissions of the PA Child Abuse History Clearance Application will still be accepted for anyone who may not have access to the internet, or who may be unable to access the self-service portal due to their attempting to access the system outside the U.S. Telephone 717-783-6211 or toll free at 1-877-371-5422 to learn the process for obtaining a paper copy.</p>
<p><b>What it looks like:</b></p> 	<p><b>What it looks like:</b></p> 

## Criminal Convictions

All Respiratory Therapy applicants are required to submit a PA Criminal History Report, Federal Criminal History Report (FBI) and a Child Abuse Clearance report.

The College is not a healthcare provider and does not have a healthcare facility. Therefore, independent, third party, healthcare providers offer the clinical experiences required for completion of the program. Clinical rotation sites that require a criminal background check, child abuse clearance and/or fingerprinting make their own determinations as to whether to accept or reject a student based on their criminal history. Thus, a site may deny a student's participation in the clinical experience, rotation or fieldwork because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experiences for other reasons, such as failure of a required drug test or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations or fieldwork is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of graduation or the inability to graduate from the program. Accordingly, admission into and success in the College's program does not guarantee or warrant participation at clinical sites.

Clinical experience in the program includes contact with children and older adults. This experience could be in hospitals, schools or other community agencies. In order to participate in these experiences, students must obtain a criminal record check and child abuse history clearance prior to entrance into the program. This program requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law. Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the admissions committee.

Due to the serious potential negative ramifications of any background checks on admission/progression in the program, eligibility to qualify for licensure and future employment in healthcare, applicants with criminal background check are strongly encouraged to have these offenses reviewed by legal counsel.

**NOTE:** Once awarded a seat in the program, due to health care providers' policies, the College requires a drug screening for all newly accepted students prior to beginning their clinical experiences. If you are awarded a seat in the program, you will receive more detailed information on this requirement once accepted to the program.



### #10: MAINTAIN A MINIMUM OVERALL GPA = 2.0

At the time of petitioning and through the start of RTH 110, students must meet and maintain an overall minimum grade point average (GPA) of a 2.0 or higher for all college course work completed at DCCC to be considered for a seat in the program or to be offered a position on the wait list. If the student's overall GPA falls below the minimum 2.0 requirement at any time, the offer of admission to the Respiratory Therapy program or the position on the wait list will be revoked and they will not be permitted to register for, or begin, RTH 110.



### #11: CODE OF CONDUCT & ACADEMIC INTEGRITY

Involvement in any incident which resulted in disciplinary action, academic dishonesties, or violates the College's Code of Conduct in the Student Handbook is considered in the admissions process. The Respiratory Therapy program reserves the right to deny admission to any applicant who has a documented history of or pending violation of the College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution or who refuses to abide by the requirements of the program. Any previous violations are addressed by the admission committee on a case-by-case basis and factors considered include the nature and severity of the incident, how long ago it occurred, and your forthrightness. If your standing at the College falls below good standing at any time after you are admitted to the program, or are assigned to the wait list, your offer will be revoked and you will not be permitted to register for or begin RTH 110. A copy of the Student Handbook can be downloaded from: <http://www.dccc.edu/studenthandbook>



## #12: PROOF OF RESIDENCY

Choose one (1) of the approved documents below and submit a PDF of that document when petitioning to the program to show proof of your current, legal address. **ONLY ONE (1) OR THE OTHER IS NEEDED**, not both documents:

**1. Permanent driver's license or State ID.**

**Note:** Temporary update cards & duplicates licenses are **not acceptable**.

**2. Utility bill with your name listed on the bill.**

Note: Cell phone bills are **not** acceptable. Utility bills include gas, electric, water or sewer.

The above-named documents *are the ONLY acceptable forms* of proof of residency that will be accepted by the College. Failure to submit the appropriate/approved document will result in an “incomplete” petition. Please note that the address listed on the proof of residency submitted must match: 1) the legal address listed on the program petitioning form, 2) the legal address listed in the College’s database, and 3) the legal address submitted on all background clearances. The Admissions Office reserves the right to request additional proof of residency documents as necessary.



## #13: SUBMIT YOUR PETITION

Upon completion of all requirements 1 through 13 as detailed in this packet, *create a PDF for each of the items listed below and attach each PDF separately to an email*. Submit your completed petition with the **five (5) PDF** attachments to: [petitioning@dccc.edu](mailto:petitioning@dccc.edu)

1. The Petition Form see page 18 of this packet.
2. A photocopy of an approved Proof of Residency – See Requirement #12.
3. Photocopies of all three clearances posted with Castle Branch – See Requirement #9.

## **NOTIFICATION OF THE STATUS OF YOUR PETITION**

1. **It can take 6 weeks or more to evaluate a petition.** The Admissions Office will notify students via the email listed on their petitioning form (see page 18) regarding the status of their petition. **Please refrain** from contacting the Admission Office to check on the standing of your petition during the review period. You will be notified as timely as possible via the email address you listed on your petitioning form.
2. **If a petition is incomplete**, the candidate will be notified via the email listed on their petitioning form regarding the missing items/requirements. Any missing items must be submitted by the deadline date of July 7, 2022 to be considered for a seat in the program, if any remain, or a position on the wait list. Taking immediate action to complete any missing items is paramount, as seats in the program may fill prior to the final deadline date listed above.
3. **The wait list is dissolved on July 31<sup>st</sup> each year.** Students on the wait list **are not carried over** from year-to-year. Students will be notified via the email listed on their petitioning form regarding when the wait list is dissolved. If a student is interested in petitioning for a future entrance year, they must meet any new admission requirements published in the Entrance Requirement Packet for that entrance year.
4. **Students are required to petition again** for admission into a future entrance year and meet any new admissions requirements if they:
  - Do not meet the admissions requirements for 2022, as outlined in the Fall 2022 RT Packet.
  - Are wait listed and not offered a seat after the wait list is dissolved.
  - Are unable to accept an offered seat for 2022. Students may not defer their RT admission in any case.
  - Informed the Admissions Office they are declining their seat or wait list position for Fall 2022.
  - Drop out of the program after being assigned a seat in the class, but before the first day of class.
  - Fall below the minimum GPA requirement (2.0) and their seat was revoked.
5. **Students are not permitted to defer their enrollment** into the Respiratory Therapy Program for a future enrollment date. Students must petition again and meet all admission requirements in accordance with the policies and procedures required for the new petitioning year.
6. **If offered a seat in the program**, candidates are required to pay a \$100.00 deposit by May 1, 2022. If an acceptance offer is made past this deadline, the payment deadline date will be adjusted. The \$100.00 will hold a seat for the Fall 2022 program only. All previous balances due to the College must be paid in-full prior to submitting the deposit. **Deposit refunds will be issued only if the student:** 1) remains enrolled in RTH 110 for the first three full weeks of the semester, and 2) does not have any outstanding balances due to the College at that time. If the student drops out of the program, at any time before the end of the third week, the deposit will not be refunded.
7. **It is the student's responsibility to notify** the Admissions Office and the Records Office of residency and phone number (day and evening) changes. Current contact information is paramount.

## OTHER IMPORTANT INFORMATION

1. **Qualified students will be offered a seat for the program**, if one is available, after all steps have been successfully completed by the **July 7, 2022 deadline**.
2. **Credits received for BIO 150 and BIO 151 (Human Anatomy and Physiology I & II)** prior to enrollment in NUS 110 for Fall 2022 must be dated **Summer I, 2017 or later to be considered current**. Courses taken before this deadline will need to be repeated. Please contact the Assessment Services at DCCC for information on the transferability of Human Anatomy & Physiology courses with virtual labs: [assess@dccc.edu](mailto:assess@dccc.edu) or 610.359.5322
3. **Once accepted to the program, a required special college planning session** for admitted students will be held in July or August **2022**. During this session, students will participate in an advisement session and register for program coursework. Admitted students will be notified by U.S. mail regarding the date of this required session.
4. **Accepted students to the program are required to purchase a second package** from Castle Branch. The package includes: 1) drug screening 2) Seven-year state and county criminal record check, 3) Social Security Number (SSN#) verification and address history trace, 4) Nationwide Healthcare Fraud & Abuse scan, and 5) document management.
5. **Admitted students must pass a drug test** to be eligible for the clinical experience. Instructions on how and where to take the drug test will be explained to admitted students during the required special college planning session.
6. **In addition to normal tuition, fees, and books, students are required to purchase** uniforms, insurance and miscellaneous supplies.
7. **If a student fails or withdraws from any one of the respiratory therapy courses and wishes to repeat the course**, they must petition for readmission through the Respiratory Care Program; not the Admissions Office. See the current Delaware County Community College catalog or contact the Allied Health & Nursing Division at 610-395-5353.

Upon completion of the two-year program with a grade of “C” or better in all respiratory therapy courses, the degree of associate in applied science is awarded. The graduate is immediately eligible for the Entry-Level Certification Examination and after passing the Entry-Level Certification Examination, the student is eligible for the Clinical Simulation Exam. Upon successful completion of the Clinical Simulation Exam, the credential of Registered Respiratory Therapist is awarded.

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to Title IX Coordinator: Sara Evans, vice president of human resources and organizational development ([sevens28@dccc.edu](mailto:sevens28@dccc.edu)), 610.359.5094. TTY for the hearing impaired: 610-359-5020. Inquiries related to accessibility services for students should be directed to the office of disability services, ([abinder@dccc.edu](mailto:abinder@dccc.edu)), 610-359- 5229.

Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Suite 2 West, Philadelphia, PA 19104. The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 264 Precision Blvd., Telford, TN 37690, 817-283-2835, [www.CoARC.com](http://www.CoARC.com).

## Respiratory Therapy Associate Degree Curriculum

### Pre-Requisite Courses:

ENG 100	English Composition 1	3 credits
MAT 128*	Algebra *Math substitutions: MAT 110, MAT 135, MAT 151, MAT 152 or MAT 160	4 credits
CHE 110	General Chemistry with lab	<u>4 credits</u>
		<b>TOTAL: 11 credits</b>

### FIRST YEAR

#### **Fall semester:**

RTH 110	Respiratory Therapy Principles & Practicum 1	8 credits
BIO 150	Human Anatomy & Physiology 1	4 credits
COMM 100	Intro. to Interpersonal Communication <u>OR</u> COMM 111 Public Speaking	<u>3 credits</u>
		<b>TOTAL: 15 credits</b>

#### **Spring semester:**

RTH 102	Respiratory Therapy Principles 2	2 credits
RTH 103	Respiratory Therapy Practicum 2	6 credits
BIO 151	Human Anatomy & Physiology 2	4 credits
Diversity or Global Understanding Elective:		
Choose one of the following courses to meet this learning goal:		<u>3 credits</u>
SOC 110, SOC 120, HUM 121, HUM 160, HIS 110, HIS 120, HIS 150, HIS 160, HIS 235		<b>TOTAL: 15 credits</b>

#### **Summer 1:**

RTH 104	Summer Clinical 1	<u>5 credits</u>
		<b>TOTAL: 5 credits</b>

#### **Summer 2:**

RTH 105	Summer Clinical 2	5 credits
AHM 220	Applied Microbiology	<u>1 credit</u>
		<b>TOTAL: 6 credits</b>

### SECOND YEAR

#### **Fall semester:**

RTH 200	Respiratory Therapy Principles 3	3 credits
RTH 201	Respiratory Therapy Clinical Practicum 3	6 credits
RTH 204	Pulmonary Pathophysiology 1	<u>2 credits</u>
		<b>TOTAL: 11 credits</b>

#### **Spring semester:**

RTH 202	Respiratory Therapy Principles 4	3 credits
RTH 203	Respiratory Therapy Clinical Practicum 4	6 credits
RTH 205	Pulmonary Pathophysiology 2	<u>2 credits</u>
		<b>TOTAL: 11 credits</b>

#### **Summer 1:**

RTH 206	Summer Clinical 3	<u>4 credits</u>
		<b>TOTAL: 4 credits</b>

**TOTAL CREDITS FOR THE PROGRAM: 78 credits**



## RESPIRATORY THERAPY CLASSES/CLINICAL SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b><u>FALL</u></b> RTH 110	<b><u>RTH 110</u></b> 1:30-4 p.m.	<b><u>RTH 110</u></b> 1:30-4 p.m.	<b><u>RTH 110</u></b> 1:30-4 p.m.	<b><u>RTH 110</u></b> 1:30-4 p.m.	<b><u>RTH 110</u></b> 1:30-4 p.m.
<b><u>SPRING</u></b> RTH 102 RTH 103	<b><u>RTH 103</u></b> 1:25-4:35 p.m.	<b><u>RTH 103</u></b> 1:25-4:35 p.m.	<b><u>RTH 102</u></b> 1:25-3:35 p.m.	<b><u>RTH 103</u></b> 1:25-4:35 p.m.	<b><u>RTH 103</u></b> 1:25-4:35 p.m.
<b><u>SUMMER I</u></b> <b>and</b> <b><u>SUMMER II</u></b> RTH 104 RTH 105 <b>CLINICAL</b> <b>I &amp; II</b>	6:45 a.m. – 11:15 p.m.  <b>1<sup>st</sup> or 2<sup>nd</sup></b> <b>SHIFT</b>	6:45 a.m. – 11:15 p.m.  <b>1<sup>st</sup> or 2<sup>nd</sup></b> <b>SHIFT</b>	6:45 a.m. – 11:15 p.m.  <b>1<sup>st</sup> or 2<sup>nd</sup></b> <b>SHIFT</b>	6:45 a.m. – 11:15 p.m.  <b>1<sup>st</sup> or 2<sup>nd</sup></b> <b>SHIFT</b>	
<b><u>FALL</u></b> RTH 200 RTH 201 RTH 204	<b><u>RTH 201</u></b> 8:00 a.m. – 12:00 p.m.	<b><u>RTH 204</u></b> <b>TBA</b>	<b><u>RTH 200</u></b> 9:00 a.m. – 12 p.m.	<b><u>RTH 201</u></b> 6:45 a.m. – 3:15 p.m.	
<b><u>SPRING</u></b> RTH 202 RTH 203 RTH 205	<b><u>RTH 203</u></b> 6:45 a.m. – 3:15 p.m.	<b><u>RTH 205</u></b> <b>TBA</b>	<b><u>RTH 203</u></b> 6:45 a.m. – 3:15 p.m.	<b><u>RTH 202</u></b> 8:00 a.m. – 11:00 a.m.	
<b><u>SUMMER I</u></b> RTH 206 <b>Clinical III</b>	<b>TIMES TBA</b> <b>1<sup>ST</sup>, 2<sup>ND</sup> or 3<sup>rd</sup></b> <b>Shift</b>	<b>TIMES TBA</b> <b>1<sup>ST</sup>, 2<sup>ND</sup> or 3<sup>rd</sup></b> <b>Shift</b>	<b>TIMES TBA</b> <b>1<sup>ST</sup>, 2<sup>ND</sup> or 3<sup>rd</sup></b> <b>Shift</b>	<b>TIMES TBA</b> <b>1<sup>ST</sup>, 2<sup>ND</sup> or 3<sup>rd</sup></b> <b>Shift</b>	

## REQUIREMENTS CHECKLIST

Checkpoint	Y/N
1. Submit an application for admission to Delaware County Community College, if not enrolled within the past year. <b>(See page 3.)</b>	_____
2. Demonstrate College Readiness in English & math. <b>(See page 3.)</b>	_____
3. If applicable, transfer previously earned college credits into the College. <b>(See page 3.)</b>	_____
4. High School credentialing on file with the College. <b>(See pages 4.)</b>	_____
5. Apply for Financial Aid (Recommended). <b>(See page 5.)</b>	_____
6. Observe a Respiratory Therapist <b>(See page 5.)</b>	_____
7. Complete Orientation & register for general education and pre-requisite courses with the help of an advisor. (See page 5 & 6.)	_____
8. Successfully meet minimum scores on the TEAS test. <b>(See page 7 &amp; 8.)</b>	_____
9. Secure & store background clearances with Castle Branch. <b>(See pages 9, 10, &amp; 11.)</b>	_____
10. Maintain good Academic Standing (2.0 GPA) at the College at all times. <b>(See page 11.)</b>	_____
11. Maintain a good Code of Conduct & Academic Integrity standing at the College at all times. <b>(See page 11.)</b>	_____
12. Photocopy an approved Proof of Residency for petitioning file. <b>(See page 12.)</b>	_____
13. Make <b><u>photocopies of all pertinent documents</u></b> for your personal records.	_____
14. Submit your petition. <b>(See pages 12 and 18.)</b>	_____

### ? QUESTIONS ?

**Please direct questions regarding the *admissions process* to:**

Nancy Wheeler, Assistant Director of Admissions

Phone: 610-359-5005

Email: [nwheeler@dccc.edu](mailto:nwheeler@dccc.edu) (best method)

**Please direct questions regarding the field of Respiratory Therapy or questions regarding advisement to:**

Patti L. Curran, Respiratory Therapy Program Director

Phone: 610-447-2440

Email: [patti.curran@crozer.org](mailto:patti.curran@crozer.org)



## Respiratory Therapy Petition FALL 2022

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

Applicants will only be considered for the Fall 2022 Respiratory Therapy program once **all admission requirements have been completed and submitted**. Applicants are offered seats on a **first come, first qualified basis**. See page 12, Requirement #13, for specific directions regarding the required documents needed to properly petition.

Submit petitioning paperwork (see Requirement #13) to: [petitioning@dccc.edu](mailto:petitioning@dccc.edu)

Student ID # P00

Legal Name: \_\_\_\_\_  
Last First Middle

Maiden Name: \_\_\_\_\_  
Last

Legal Address: Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_

DCCC Email: \_\_\_\_\_

### Please answer the following questions:

**1. I submitted a petition to the Respiratory Therapy program previously.**

\_\_\_\_ No \_\_\_\_ Yes - indicate year: \_\_\_\_\_

(This information will not be used in evaluating your petition; it is merely used to locate any previously submitted paperwork still available.)

**2. Please Indicate:**

\_\_\_\_ High school graduate \_\_\_\_ GED certification \_\_\_\_ International Evaluation

(A copy of your official, final, high school credentials **MUST** be on file with DCCC's Records Office.)

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date