

"Imagine Possibilities"



El Centro College Respiratory Care

The Respiratory Care program is a 72-credit-hour curriculum, which prepares students to become respiratory therapists and perform complex patient care procedures in specialized patient care units and diagnostic laboratories. The Associate of Applied Sciences Degree is awarded for successful completion of the program, which enables the graduate to apply for the Entry Level Credentialing Examination from the National Board of Respiratory Care (NBRC) to become a Certified Respiratory Therapist (CRT). Passing the CRT examination will allow graduates to become a Respiratory Care Practitioner (RCP), the legal credential required to work in the state of Texas. After CRT certification is obtained, the graduate may then apply for the Advanced Practitioner Examination to become a Registered Therapist. The program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com), 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

The first half of the program is designated as the Respiratory Care Core Curriculum and is composed of general education courses, which can be completed in two or more semesters. After completion of the Respiratory Care Core Curriculum and achieving the minimum required scores on designated sections of the HESI A² test, the student applies for entrance into the Respiratory Care courses, which begin in June of each year and encompass 13 months of specific lecture, laboratory, and clinical coursework in respiratory care. Acceptance to the Respiratory Care program is via a **competitive selection process based on grade point average ranking of the Respiratory Care Core curriculum courses**. This information packet details the procedure for program application.

This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understands the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION REQUIREMENTS TO THE RESPIRATORY CARE PROGRAM

Application to the Respiratory Care Program requires the following steps:

- Application and current admission to a Dallas County Community College District (DCCCD) college.
- Attendance at a Respiratory Care program information session.
- Completion of the entire Respiratory Care Core Curriculum with a minimum cumulative grade point average of 3.00 or higher on those specific courses and a minimum grade of "C" in each course.
- Completion of designated sections of the HESI A² Test (Reading Comprehension, Grammar, Math, Vocabulary/General Knowledge, and Anatomy/Physiology) with a **minimum score of 70%** on each of the five required sections, in addition to completing the Personality Profile and Learning Styles sections.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

A. General Admission Requirements to the College

Applicants to the Respiratory Care program must meet college admission requirements in the Dallas County Community College District as outlined in the official college catalog at <http://www.ElCentroCollege.edu>. Applicants must have earned either a high school diploma or General Education Diploma (GED) certificate in addition to complying with Texas Success Initiative (TSI) requirements. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

Initial Advisement

Students who are beginning college for the first time or who need assistance with placement testing, TSI issues, and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application to a health occupations program. **NOTE: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students. See an Academic Advisor for more information.**

B. Program Information Sessions

Potential applicants are required to attend a Respiratory Care program information session where the program, application procedures, and acceptance policies are discussed in detail. Information sessions are held monthly; no reservation is necessary to attend. The Information Session schedule for the current semester is available online at www.ElCentroCollege.edu/HealthOccAdmissions and in the El Centro College Health Occupations Admissions Office (Room P-101) in the Paramount Building located at 301 North Market Street.

C. Respiratory Care Core Curriculum (Prerequisite Courses)

An applicant must have completed the entire 34-credit-hour Respiratory Care Core Curriculum with a minimum cumulative grade point average of 3.00 or higher in order to apply to the Respiratory Care Program. In addition, each course must have been completed with a minimum grade of “C” or higher.

The Respiratory Care Core Curriculum is listed below:

RESPIRATORY CARE CORE CURRICULUM

			Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
SCIT 1407*	Applied Human Anatomy & Physiology I OR		3	3	0	96	4
BIOL 2401	Anatomy & Physiology I						
SCIT 1408*	Applied Human Anatomy & Physiology II OR		3	3	0	96	4
BIOL 2402	Anatomy & Physiology II						
ENGL 1301	Composition I		3	0	0	48	3
MATH 1314**	College Algebra		3	0	0	48	3
PSYC 2301	Introduction to Psychology		3	0	0	48	3
SPCH 1311+	Intro to Speech Communications		3	0	0	48	3
HPRS 1204#	Basic Health Professions Skills I		1	3	0	64	2
HPRS 2210#	Basic Health Professions Skills II		1	3	0	64	2
HPRS 2201##	Pathophysiology		2	0	0	32	2
HPRS 2231	General Health Professions Mgmt.		1	2	0	48	2
HPRS 2300##	Pharmacology for Health Professions		3	0	0	48	3
	Humanities Elective ^		<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
TOTAL CREDITS CORE CURRICULUM			29	14	0	688	34

- * Science courses including SCIT 1407/BIOL 2401 and SCIT 1408/BIOL 2402 must be completed less than 5 years prior to program application. BIOL 1406 is the prerequisite for BIOL 2401. NOTE: SCIT 1407/1408 may not transfer to four-year universities.
- ** MATH 1414 – College Algebra will also be recognized as the math prerequisite course; however, it will be calculated as a three credit hour course for ranking purposes only. Higher level math courses such as Calculus may be evaluated for possible substitution if a student did not complete a college algebra course.
- + Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.
- # HPRS 1204 is the prerequisite for HPRS 2210. HPRS 1204 must be completed no more than three (3) years prior to a student’s anticipated entry to a health occupations program. For example, if completed in Summer 2011, the course would be valid for application up to and including Summer 2014. HPRS 1204 is offered in the DCCCD at the El Centro and Northlake College campuses only.
- ## SCIT 1407/BIOL 2401 is a prerequisite for HPRS 2201 – Pathophysiology and HPRS 2300 – Pharmacology for Health Professions.
- ^ Humanities elective must be chosen from the approved list on the official Associate Degree plan. **Suggested courses include: ARTS 1301, DANC 2303, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, PHIL 1304, selected ENGL literature courses at the 2000 level or higher, sophomore level foreign languages such as SPAN 2311.**

D. Evaluation of Previous Coursework

To insure the transferability of previous coursework completed at colleges and universities other than Dallas County Community College District campuses, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office at least one semester prior to the application deadline for their program of choice if possible. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

Transcripts and accompanying course descriptions will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary “degree plan” for student advisement purposes.

These evaluations are usually completed within 10-14 working days. The evaluation process is not completed during individual appointments or on an “as you wait” basis. **During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take as long as 30 days for review. Therefore, it is to the applicant’s advantage to request the Educational Plan at their earliest convenience prior to application to the program.**

The El Centro College Health Occupations Admissions Office and the Health and Legal Studies Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form at the following link:

www.ElCentroCollege.edu/HealthOccAdmissions

Five-Year Time Limit on Science coursework

All science coursework (anatomy/physiology) must have been completed less than five years prior to application to a Health Occupations program. If an individual has **current** experience utilizing their related science knowledge or has completed **advanced courses** in a related science area, the student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review or in conjunction with an educational plan request.

NOTE: In order for a science course taken outside the DCCCD to be considered for a five-year time limit waiver, the course must first be approved for transferability. Information on the five-year time limit waiver is included with the **Request for Educational Plan** guidelines at the following link:

www.ElCentroCollege.edu/HealthOccAdmissions

Coursework from Foreign Universities

Only courses such as college algebra and anatomy/physiology may be considered for transfer to Health Occupations programs from colleges or universities outside the United States. No other courses will be considered. Science courses must be within the five-year time limit.

For more information regarding the evaluation of foreign coursework for transfer credit, see the following link:

www.ElCentroCollege.edu/HealthOccAdmissions

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. A letter grade is not awarded for “AP” credit.

NOTE: An applicant to the Respiratory Care program may present credit by exam, CLEP, or “AP” credit for only two of the courses from the Respiratory Care Core Curriculum. Credit will be acknowledged but not calculated with the grade point average.

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found at the following link: www.ElCentroCollege.edu/HealthOccAdmissions

E. HESI A² Test

The HESI A² test is a timed, computerized test which is usually completed in 3-4 hours. Applicants to the Respiratory Care program must earn **a minimum score of 70 or higher on each of the five required sections** (Reading Comprehension, Mathematics, Anatomy/Physiology, Grammar, and Vocabulary/General Knowledge) in order to submit an application packet. Students are also encouraged to complete the Learning Styles and Personality Profile sections of the HESI A² for their personal review.

Full information on the HESI A² and the referral form to take the HESI A² at the El Centro campus is available at www.ElCentroCollege.edu/HealthOccAdmissions. Read the information carefully.

Please note the following important information regarding the HESI A²:

- Test scores are valid for **two years** from the date of testing.
- Applicants may take the HESI A² at any approved testing site including the assessment centers at El Centro and Northlake College campuses. The approximate cost of the HESI test at DCCCD campuses is \$35.00.
- **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting all of their score sheet(s) with their Respiratory Care program application materials.**
- HESI A² testing appointments at the El Centro campus fill quickly. Applicants are encouraged to schedule their HESI A² several weeks prior to an application filing deadline.
- The **HESI A² Study Guide** is available at various bookstores including the Follett Bookstores at the El Centro and Northlake campuses.
- A **HESI A² Prep** course is periodically offered by the El Centro College Continuing Education Division. Contact that office at 214-860-2147 for dates and times of the prep course.
- **There is no limit on the number of times an applicant may take the HESI A² test for application to the Respiratory Care program.** An applicant may retest on any section or sections of the test on which they did not achieve the minimum score. Before the retest, the applicant is encouraged to review the study guide and/or enroll in the HESI A² prep course to prepare for the retest opportunity. HESI score sheets from all testing attempts must be submitted with the application packet. **The highest score earned (above the required minimum score of 70) on each section of the HESI A² will be considered the score of record.**

More information on the HESI A² and the process for scheduling a testing appointment to take the HESI A² at the El Centro campus is available at:

www.ElCentroCollege.edu/HealthOccAdmissions

F. Application Packet Submission

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Applicants must submit complete application materials to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application filing deadline.

Application packets with incomplete materials will be disqualified and will be returned to the applicant.

The Respiratory Care program application packet must be submitted in a 9x12 inch envelope and include the following items to be considered complete and valid:

1. A completed **Respiratory Care Program Application form and the signed Statement of Student's Responsibility form** (both obtained at the program information session).
2. **One official transcript from every college previously attended** other than DCCCD colleges. (Dallas County Community College District transcripts, continuing education transcripts, and transcripts from outside the U.S. are not required.) **NOTE: The print date of a transcript must be less than three years old at the time of program application.**

- **Separate official transcripts are required from each college attended** although that coursework may be printed on another transcript as transferred coursework.
- *Students must submit a complete set of official transcripts to the Health Occupations Admissions Office with Respiratory Care application packet materials even though the transcripts may have been previously submitted to a DCCCD Registrar's Office.*

IMPORTANT NOTE: Another complete set of official transcripts should also be submitted to the El Centro College Registrar's Office if not submitted previously to another DCCCD campus.

- **Transcript photocopies issued to the student or issued by a registrar's office are not acceptable as official transcripts.** Grade printouts such as WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.
- **If a college or university only releases transcripts directly to another college, the applicant is solely responsible for ensuring that the transcripts are mailed to the Health Occupations Admissions Office and they must be received before an application filing deadline. Documentation such as a copy of the transcript order form indicating the date the transcript was requested must be included with the application packet materials.**

The applicant is wholly responsible for ensuring that transcripts which are to be sent directly to the Health Occupations Admissions Office are received before an application filing deadline.

3. A **catalog course description** for each course taken outside the Dallas County Community College District which applies to the Respiratory Care Core Curriculum for which the student seeks transfer credit.

Course descriptions may be photocopies or printouts from online catalogs. The course numbers on catalog course descriptions must match those on the transcript. Course descriptions should be marked on the photocopy. **Do not mark or highlight courses on official transcripts.** Course descriptions are not required for courses completed at a DCCCD campus.

4. The **HESI A² score sheet(s)** indicating achievement of a **minimum score of 70 or higher on each of the five required sections and the Personality Profile and Learning Style results.**
5. The completed **Physical Examination and Immunizations Record form.** Applicants are responsible for obtaining the physical form and immunization guidelines from the following link: www.ElCentroCollege.edu/HealthOccAdmissions. See also item number 6 under the General Information section on page 10 of this packet.
6. **A photocopy of the applicant's current "Healthcare Provider" level CPR card.** Please note that the expiration date of the card must not occur before the end of the first semester of potential entry to a Health Occupations program. See page 11, item 7 under the General Information section of this information packet.
7. Documentation of the applicant's personal healthcare insurance coverage such as a photocopied insurance card. See also item number 14 under the General Information section on page 12.

NOTE: Submitting incomplete application materials (including physical exam, immunizations, CPR certification, proof of personal health care insurance coverage, etc.) will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application packet.

G. Application Filing Periods

There is one official application filing period for the June 2012 class of the Respiratory Care program:

JANUARY 1, 2012 – MAY 14, 2012
Applicants are notified via email of selection status by May 21, 2012.

Complete application packets may be presented in person at the Health Occupations Admissions Office during regular hours of operation or submitted in the drop box adjacent to the office door. Mailed application packets must be postmarked no later than an application filing deadline date.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office *in person by 5:00 p.m. the next regular business day.*

**To submit your application by mail,
address your envelope to:**

Kim Sauls, Respiratory Care Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, Texas 75202

**To submit your application in person,
bring your envelope to:**

Kim Sauls, Respiratory Care Admissions
Health Occupations Admissions Office Room P-101
Center for Allied Health & Nursing (Paramount Building)
301 North Market Street
Dallas TX 75202

H. Selection Process

Applicants during the Official Application Filing Period are selected for acceptance to the Respiratory Care program via the following competitive ranking process:

1. Applicants are listed by cumulative grade point average (GPA) on the 34-credit hour Respiratory Care Core Curriculum from highest (4.00) to lowest (3.00) to initially rank applicants.
2. When two or more applicants have the same cumulative GPA on the Respiratory Care Core Curriculum, the combined GPA on the two Anatomy/Physiology courses in the Core (SCIT 1407 and SCIT 1408 *or* BIOL 2401 and BIOL 2402) will be listed to break the tie.
3. When two or more applicants have the same cumulative GPA on the Respiratory Care Core Curriculum and the same combined GPA on the two anatomy/physiology courses in the Core, the date of attendance at the program information session is used to break the tie.

The table below illustrates the ranking process for a sample group of applicants:

EXAMPLE OF RANKING PROCESS

	GPA on Respiratory Care Core Curriculum	Combined GPA on Anatomy/Physiology courses (SCIT 1407/1408 <i>or</i> BIOL 2401/2402)	Info. Session Attendance Date
Applicant #1	4.00	4.00	7/14/11
Applicant #2	3.88	3.50	10/01/10
Applicant #3	3.76	3.00	06/21/10
Applicant #4	3.76	3.00	02/04/11
Applicant #5	3.65	2.50	03/31/11
Applicant #6	3.53	3.50	11/18/10
Applicant #7	3.00	2.00	04/15/11
Applicant #8	3.00	2.00	05/10/11

If seven spaces were available, applicants 1 through 7 would be accepted.

Notification E-mails

A student who applies during the official filing period and receives an acceptance letter is required to respond to a notification email within a specified timeframe to confirm their space in the class. Failure to respond to the email by the specified date and time or failure to attend the scheduled preregistration/orientation seminar for the accepted class will result in forfeiture of the student’s space in that class.

NOTE: Applications submitted during an official filing period are not “held over” to the next official filing period. Students who are not selected for admission for the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet during the next filing period to be considered for the next admission opportunity. There is no waiting list for the Respiratory Care Program.

Late Application Filing Period (First-Come, First-Served)

In the event that all individuals on the initial ranked list for the official application filing period are accepted and space still remains in the Respiratory Care class, applications which are submitted during the late filing period will be considered on a first-come, first-served basis. **Late applications must be submitted in person.**

The late application filing period for the June 2012 Respiratory Care class is:

May 15, 2011 through 5:00 p.m. on May 28, 2012

NOTE: *Only applicants who are being offered a late space for the June 2012 class will be notified via email on Friday, June 1, 2012. All other late applications will be returned to the applicants.*

It should not be assumed that late applications or the first-come, first-served application process will be necessary for every June Respiratory Care class.

CURRICULUM OVERVIEW – RESPIRATORY CARE

	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
RESPIRATORY CARE CORE CURRICULUM *	29	14	0	688	34

The Respiratory Care Core Curriculum is completed in two or more semesters prior to application into the Respiratory Care Program.

RESPIRATORY CARE PROGRAM CURRICULUM

SEMESTER III – Summer (10 weeks)

RSPT	1227	Applied Physics for Respiratory Care	3	0	0	48	2
RSPT	1431	Respiratory Care Fundamentals II	<u>2</u>	<u>6</u>	<u>0</u>	<u>128</u>	<u>4</u>
			5	6	0	176	6

SEMESTER IV – Fall

RSPT	1307	Cardiopulmonary Anatomy/Physiology	3	0	0	48	3
RSPT	2317	Respiratory Care Pharmacology	3	0	0	48	3
RSPT	1311	Respiratory Care Procedures II	2	3	0	80	3
RSPT	2258	Respiratory Care Patient Assessment	2	0	0	32	2
RSPT	2310	Cardiopulmonary Disease	3	0	0	48	3
RSPT	1260	Clinical-Respiratory Care Therapy/Therapist	<u>0</u>	<u>0</u>	<u>12</u>	<u>192</u>	<u>2</u>
			13	3	12	448	16

SEMESTER V – Spring

RSPT	2453	Neonatal/Pediatric Cardiopulmonary Care	3	3	0	96	4
RSPT	2314	Mechanical Ventilation	2	3	0	80	3
RSPT	2325	Cardiopulmonary Diagnostics	3	0	0	48	3
RSPT	2131	Simulations in Resp. Care	0	2	0	32	1
RSPT	1141	Respiratory Home Care/Rehabilitation	0	2	0	32	1
RSPT	2262	Clinical-Respiratory Care Therapy/Therapist	<u>0</u>	<u>0</u>	<u>12</u>	<u>192</u>	<u>2</u>
			8	10	12	480	14

SEMESTER VI – Summer (5 weeks)

RSPT	2163	Clinical-Respiratory Care Therapy/Therapist	0	0	6	96	1
RSPT	2166	Practicum-Respiratory Care Therapy/Therapist	<u>0</u>	<u>0</u>	<u>10</u>	<u>160</u>	<u>1</u>
			0	0	16	256	2

TOTAL PROGRAM HOURS =	54	33	40	2048	72
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* Courses in the Respiratory Care Core Curriculum are offered during the fall, spring and summer semesters. Students should see a college counselor for registration advisement for Respiratory Care Core Curriculum classes.

A minimum grade of “C” is required in all courses.

RSPT 2163 – Clinical – Respiratory Care Therapy/Therapist and RSPT 2166 – Practicum – Respiratory Care Therapy/Therapist are the Capstone experiences for the Associate Degree in Respiratory Care.

GENERAL INFORMATION

1. The Respiratory Care program accepts approximately 20* students for each June class.
 - * The El Centro College Health and Legal Studies Division reserve the right to make changes in program enrollment capacity.
2. Once admitted to the Respiratory Care program, a student must complete each Respiratory Care course during the semester in which it is scheduled and each course must be passed with a grade of “C” or better for the student to continue in the program curriculum.
3. Respiratory Care courses are taught during daytime hours. Clinical training at a local hospital begins during Semester IV (fall) of the program and involves approximately 12 clock hours per week. Clinical training in Semester V involves 16 hours per week. Clinical time in Semester VI involves some 12-hour shifts. Due to patient care schedules, clinical days may begin as early as 6:30 a.m.
4. The clinical setting is a physically and psychologically stressful employment area. In considering respiratory care as a career, applicants should be aware that as a respiratory care practitioner, they will be required to:
 - Lift and move patients; push, pull, and/or lift equipment; stand, stoop, or bend for long periods of time; walk or be on your feet for long periods of time.
 - Move very quickly (in emergency situations).
 - Perform multiple psychomotor skills, many involving fine motor skills.
 - Take patient vital signs; for example, pulse, respiratory rate, blood pressure, etc.
 - Use a stethoscope to listen to patients for breath sounds.
 - Read manometers, scales, dials, meters, etc.
 - Communicate effectively with patients and their families, physicians, nurses, and other health care providers.
 - Develop and use multiple interpersonal relationship skills.
 - Function effectively in high stress situations.
 - Legible handwriting.
5. The clinical setting is a high-risk area for exposure to patients with communicable diseases, including exposure to human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Protective procedures are taught and must be followed in the clinical setting.
6. All applicants to the Respiratory Care program must comply with physical examination and immunization requirements and **submit the documentation with application materials. Physical examination forms and immunization records become the property of the Health Occupations Admissions Office and will not be returned or photocopied for the student; therefore, the student must retain a copy of these documents for their personal records.** The Physical Examination Form and immunization requirements guidelines are available at:

www.ElCentroCollege.edu/HealthOccAdmissions

7. All applicants must be certified in cardiopulmonary resuscitation (CPR) at the “Healthcare Provider” level as designated by the American Heart Association. **A copy of the CPR card is submitted with application materials.** CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, American Red Cross, various hospitals, independent instructors, etc. **Online CPR certification classes are not valid for application to health occupations programs.**
8. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College International Center Office (Room CM-60, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program. **A Social Security number is required for graduates to take the NBRC exam and to be licensed to practice in the field of Respiratory Care by the Texas Department of State Health Services.**
9. Many of the Respiratory Care Core Curriculum courses are offered online. Students without prior experience with Internet courses should take the Smarter Measure – Learning Readiness Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://dtc.smartermeasure.com/> and log in as a New User. The current User Name is **choose el centro** and the Password is **student**.
10. *Criminal Background Check / Drug Screening*

All students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$86.00) for these screenings. **This procedure is conducted after a student has been accepted to their respective program.**

Results of these screenings are forwarded to the El Centro College Health/Legal Studies for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health and Legal Studies Division and will not be released to the student or any other third party.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student’s expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

NOTE: *Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.*

More information regarding the Criminal Background Check and Drug Screening procedure is found at:

www.ElCentroCollege.edu/HealthOccAdmissions

11. Students are responsible for their own transportation arrangements to campus and to their assigned health care facilities for clinical experience. Clinical assignments occur at various Metroplex clinical affiliates. Examples are:

Baylor University Medical Center	Parkland Memorial Hospital
Children’s Medical Center	Presbyterian Hospital of Dallas
Methodist Dallas Medical Center	UTSW University Hospital - St. Paul
12. El Centro College students who are enrolled in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available two weeks after the semester begins. See the Cashier’s Office for details.

13. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at:

https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?use_nav=acad_info&loc=ECC

14. All applicants to the program will be required to provide documentation of personal healthcare insurance. The insurance policy must cover the student at any hospital facility. Prospective students must secure their own coverage. Information on college student policies and rates can be found at: <https://www1.dcccd.edu/cat0608/ss/sd/insurance.cfm>.
15. The Dallas County Community College District charges a higher tuition rate for courses in which a student registers for the third or more times. The “Third Attempt” policy includes courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the DCCC “Third Attempt” policy, please visit the following website: <http://www.dcccd.edu/ThirdCourseAttempt>
16. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins. (Exception: An individual may apply to the Medical Laboratory Technology and Biotechnology programs in tandem to complete that dual degree.)

17. Eligibility to write the licensing exam is determined by the Texas Department of State Health Services. **A Social Security number is required for graduates to take the exam.** As graduates of this program, students are eligible to apply to the Texas Department of State Health Services for the legal credential of Respiratory Care Practitioner (RCP), a requirement in the state of Texas in order to practice respiratory care. Included in the RCP application are the following questions:

“8. Have you ever been convicted, pled guilty or pled nolo contendere to any misdemeanor or felony? (Do not include juvenile or misdemeanor traffic violations.)

_____ Yes _____ No

PLEASE NOTE: If YES, a copy of the charges and disposition papers MUST be attached. Driving while intoxicated (DWI) is NOT a minor traffic violation. Applicants must provide all information relating to criminal history. Discovery of criminal convictions not disclosed may result in denial of your license and disclosure of discovered information to other licensing boards.”

DO NOT ANSWER THESE QUESTIONS. They are presented here to inform you of the legal credential application process regarding prior convictions.

18. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. More information on filing procedures and deadlines is found at http://www.elcentrocollege.edu/Student_Services/FinancialAid. The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact the Health and Legal Studies Division at 972-860-5095 for more information.

19. Please visit the website below for links to professional organizations and other information regarding the respiratory care profession.

<http://www.nbrc.org>

<http://www.dshs.state.tx.us/respiratory/default.shtm>

http://www.aarc.org/career/be_an_rt

<http://www.rcjournal.com>

20. Please contact the individuals below for assistance (physical addresses):

Idichandi Idicula, Program Coordinator
Respiratory Care
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5070
E-mail: iidicula@dcccd.edu

Kande Mann, Clinical Coordinator
Respiratory Care
El Centro College
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5071
E-mail: KDarilek@dcccd.edu

Kim Sauls, Respiratory Care Admissions
Health Occupations Admissions
El Centro College
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5005
E-mail: KSauls@dcccd.edu

Gary Peschka, Faculty Advisor
Health/Legal Studies Division
El Centro/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5037
E-mail: GPeschka@dcccd.edu

The official mailing address for all application materials, transcripts, and correspondence is:

Kim Sauls, Respiratory Care Admissions
Health Occupations Admissions Office
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Program information packets are revised September 1st of each year and program guidelines are subject to change. Students are responsible for insuring they have the latest program information packet from the website below:

Visit the Respiratory Care Program webpage:
www.ElCentroCollege.edu/RespiratoryCare

Health Occupations webpage:
www.ElCentroCollege.edu/HealthCareers

Health Occupations Admissions Office webpage:
www.ElCentroCollege.edu/HealthOccAdmissions

ESTIMATED EXPENSES FOR THE RESPIRATORY CARE PROGRAM *

	<u>Dallas County Resident</u>	<u>Out of County Texas Resident</u>	<u>Out of State/ Country Resident</u>
RESPIRATORY CARE CORE CURRICULUM			
Tuition - (34 credit hours)	\$ 1,530.00	\$ 2,822.00	\$ 4,488.00
Textbooks	1,270.00	1,270.00	1,270.00
Professional Liability Insurance **	18.13	18.13	18.13
Physical Exam and Immunizations **	225.00	225.00	225.00
CPR Certification	<u>65.00</u>	<u>65.00</u>	<u>65.00</u>
Total	\$ 3,108.13	\$ 4,400.13	\$ 6,066.13
RESPIRATORY CARE PROGRAM			
Semester I – Summer			
Tuition (6 credit hours)	\$ 270.00	\$ 498.00	\$ 792.00
Respiratory Care Textbooks	200.00	200.00	200.00
Lab Kit	74.87	74.87	74.87
Background Check/Drug Testing	<u>86.00</u>	<u>86.00</u>	<u>86.00</u>
Total	\$ 630.87	\$ 858.87	\$ 1,152.87
Semester II – Fall			
Tuition (16 credit hours)	\$ 720.00	\$ 1,328.00	\$ 2,112.00
Respiratory Care Textbooks	440.00	440.00	440.00
Liability Insurance **	18.13	18.13	18.13
Fees	40.00	40.00	40.00
Uniforms (2)/Lab Coat	120.00	120.00	120.00
Name Badge	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
Total	\$ 1,348.63	\$ 1,956.63	\$ 2,740.63
Semester III – Spring			
Tuition (14 credit hours)	\$ 630.00	\$ 1,162.00	\$ 1,848.00
Respiratory Care Textbooks	175.00	175.00	175.00
Fees	100.00	100.00	100.00
NBRC Exam (ELE-SAE)	<u>50.00</u>	<u>50.00</u>	<u>50.00</u>
Total	\$ 955.00	\$ 1,487.00	\$ 2,173.00
Semester IV – Summer			
Tuition (2 credit hours)	\$ 90.00	\$ 166.00	\$ 264.00
Respiratory Care Textbooks	50.00	50.00	50.00
Credential Exam Review	260.00	260.00	260.00
NBRC Exam (ACE-SAE)	<u>100.00</u>	<u>100.00</u>	<u>100.00</u>
Total	\$ 500.00	\$ 576.00	\$ 674.00
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 6,542.63	\$ 9,278.63	\$ 12,806.63

* Tuition and other fees are subject to change. See official catalog for tuition table.

** Liability insurance is assessed each fall at \$18.13 to cover fall, spring, and summer semesters.

*** Estimated cost of physical exam and immunizations.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: Personal health care insurance coverage, transportation and Parking Fees to El Centro and hospital clinical sites.

RESPIRATORY CARE APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. Obtain Respiratory Care program information packet.
2. Attend a Respiratory Care information session.
3. Complete a DCCCD application for college admission.
4. See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.
5. If needed, request Educational Plan/transfer evaluation of course work taken outside the DCCCD that applies to the Respiratory Care Core Curriculum with Health Occupations Admissions Office.
6. Complete all of the following courses required for Respiratory Care Core Curriculum:

<input type="checkbox"/> ENGL 1301	<input type="checkbox"/> MATH 1314 or MATH 1414
<input type="checkbox"/> SCIT 1407 or BIOL 2401	<input type="checkbox"/> PSYC 2301
<input type="checkbox"/> SCIT 1408 or BIOL 2402	<input type="checkbox"/> SPCH 1311 or SPCH 1315
<input type="checkbox"/> HPRS 1204	<input type="checkbox"/> HPRS 2201
<input type="checkbox"/> HPRS 2210	<input type="checkbox"/> HPRS 2300
<input type="checkbox"/> HPRS 2231	<input type="checkbox"/> Humanities elective _____
7. Complete the HESI A², scoring a minimum of 70% on all five required sections of the test ***and*** complete the Personality Profile and Learning Styles sections.
8. Compile the following materials as your complete respiratory care application packet:
 - Completed Respiratory Care Application form (obtained at the information session).
 - Signed Statement of Students' Responsibility form (obtained at the information session).
 - Official transcripts from each college attended. (A DCCCD transcript is no longer required.) See pages 5 and 6, section F, number 2 regarding specific instructions regarding official transcripts.
 - Photocopied catalog course descriptions for any courses taken outside the DCCCD which apply to the Respiratory Care Core Curriculum.
 - Official HESI A² score sheet(s) indicating minimum score of 70% on each of the five required sections of the test ***and*** the Personality Profile and Learning Styles section results.
 - Completed Physical Examination and Immunization Record form with CPR card photocopy.
 - Documentation of personal healthcare insurance coverage such as a photocopied insurance card
 - Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms which has been granted to the student.
9. Place the above materials in a 9" x 12" envelope for submission either in person or by mail to the individual below during a designated filing period.

MAILING ADDRESS:

Kim Sauls, Respiratory Care Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

PHYSICAL ADDRESS:

Kim Sauls, Respiratory Care Admissions
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202