

"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 of Allied Health Education Programs (CAAHEP) in cooperation with the Committee on Accreditation for Respiratory Care (CoARC).

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, 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 of primary prerequisite 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 he/she has read the packet thoroughly and 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 2.5 or higher on those specific courses and a minimum grade of "C" in each course.
- 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.

- Revised 08/31/08 -

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 <http://www.elcentrocollege.edu/Program/Health/sessions.php>, in the El Centro College Health Occupations Admissions Office (Room P-101) at the Paramount Building (301 North Market), and on our information line at 214-860-2272, menu item 3.

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 2.5 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 <u>OR</u>		3	3	0	96	4
BIOL 2401	Anatomy & Physiology I						
SCIT 1408*	Applied Human Anatomy & Physiology II <u>OR</u>		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 1271#	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. SCIT 1407 is not offered at Richland College. BIOL 1406 is the prerequisite for BIOL 2401.

** 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.

+ Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.

HPRS 1204 is the prerequisite for HPRS 1271. HPRS 1291 – Special Topics/Health Professions is accepted as HPRS 1271.

SCIT 1407/BIOL 2401 is a prerequisite for HPRS 2201 – Pathophysiology and HPRS 2300 – Pharmacology for Health Professions.

^ Humanities elective may be chosen from the list on the official catalog for a general Associate Degree program. Preferred courses are: ARTS 1301, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, ENGL 2000 or higher level literature, or foreign language courses.

D. Application Packet Submission

Applicants must submit a complete application packet to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application-filing deadline. **Incomplete packets will not be considered in the selection process 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 each college previously attended other than DCCCD colleges. (A DCCCD transcript is no longer required; continuing education transcripts are not required.)
 - **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 the application packet materials** although they may have already submitted official transcripts to admissions/registrar offices at other DCCCD campuses including the El Centro campus.
 - Unofficial transcripts and grade printouts such as WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.
 - If a college will only release an official transcript directly to El Centro, **the student must request that the transcript be mailed to the Health Occupations Admissions Office.** Documentation verifying the date the student requested the transcript (such as a copy of a transcript order form) must be included with the rest of their 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 photocopied catalog course description for each course taken outside the Dallas County Community College District which applies to the Respiratory Care Core Curriculum and for which the student seeks transfer credit.

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 completed Physical Examination and Immunizations Record form (from this information packet) with documented immunizations recorded on or attached to the physical form. See the Addendum in the back of this information packet for the form and specific guidelines. **The physical exam including the TB screen should not be completed more than 6 months prior to beginning the Respiratory Care program.**
5. 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 10, item 7 under the General Information section of this information packet.
6. If applicable, a photocopy of the applicant's GED certificate.

E. Application Filing Periods

There is one official application filing period for the June 2007 class of the Respiratory Care program:

JANUARY 1, 2009 – MAY 14, 2009

Applicants are notified via email of selection status by May 22, 2009.

Complete application packets may be presented in person at the Health Occupations Admissions Office only during regular hours of operation. An application packet may also be mailed providing it is 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 noon on the next regular business day.

When submitting your application by mail, address your envelope containing complete application materials to:

Respiratory Care Admissions
Health Occupations Admissions
El Centro College
801 Main Street
Dallas, Texas 75202

When submitting your application in person, bring your envelope containing complete application materials to:

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

A ranked list is generated from those applications received during the official filing period (see Section F for ranking procedure), and applicants are notified either by mail or by telephone of acceptance status.

Applications submitted during an official filing period are not “held over” to the next official year’s filing period. Students who are not selected for admission the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet by a specified date to reapply during the next application filing period. 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 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 2009 Respiratory Care class is:

May 18, 2008 through 12:00 noon on May 28, 2009

NOTE: *Only applicants who are being offered a late space for the June 2009 class will be notified via email on Friday, May 29, 2009. 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.

F. 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 (4.0) to lowest (2.5) 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	7/14/08
Applicant #2	3.88	3.50	10/01/07
Applicant #3	3.76	3.00	02/06/08
Applicant #4	3.76	3.00	06/21/08
Applicant #5	3.65	2.50	03/31/08
Applicant #6	3.53	2.00	11/18/07
Applicant #7	3.41	2.00	04/15/08
Applicant #8	3.00	3.50	05/10/08
Applicant #9	2.94	4.00	03/31/08
Applicant #10	2.94	4.00	06/21/08

If eight spaces were available, applicants 1 through 8 would be accepted.

G. Educational Planning

The Health Occupations Admissions Office informs potential applicants of program admission requirements; however, individuals who have not yet applied or been accepted to a Health Occupations program are considered generic students and must follow general advisement and registration procedures through the Counseling Centers at Dallas County Community College District campuses.

Initial Advisement

Students who are new to the college experience or who need assistance with placement testing, TSI issues, and registration for prerequisite courses must consult an academic advisor in the College Counseling Center. The student who has not completed college coursework may request a general Associate Degree plan from the Counseling Center as a starting point toward application to a Health Occupations program.

Transfer Course Evaluation / Educational Plan

Students presenting coursework completed outside the Dallas County Community College District for transfer as prerequisite or general support courses for a Health Occupations program should present the following materials to the Health Occupations Admissions Office at El Centro College:

- An Educational Plan request form available in the back of this information packet, at <http://www.elcentrocollege.edu/Program/Health/admissions.php>, and in the Health Occupations Admissions Office.
- Official college transcripts;
- A catalog course description taken from that college's catalog for each course to be reviewed for evaluation (course descriptions numbers must match those on the transcript).

The courses will be evaluated by the Health Occupations Admissions Office and related college faculty and an Educational Plan will be prepared for the student. The Educational Plan is accepted as a "degree plan" for financial aid and VA benefit purposes.

Five-Year Time Limit

All science coursework (anatomy and 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.

In addition to an official transcript and a catalog course description for each course to be reviewed, the following materials must also be submitted:

- Letter from the student indicating 1) the Health Occupation program they intend to enter, and 2) specifically how they are using the science knowledge (employed in a healthcare field, advanced degree, etc.);
- If the student is employed in a healthcare field, a letter from the student's supervisor with duties outlined in specific detail.

If approved, a five-year time limit request is valid only for the current application filing period. In the event that the five-year time limit waiver is denied, the student may pursue credit for SCIT 1407 and/or SCIT 1408 through a departmental exam at the El Centro campus. To determine eligibility to challenge the departmental exams, the student should contact the Arts and Sciences Division at 214-860-2193. The student must be enrolled at the El Centro campus to request the departmental exam. If successful on the exam, the credit is awarded as a letter grade.

Coursework Completed Outside the United States

Transfer consideration for coursework completed at colleges or universities outside the United States is limited to college algebra and science courses (anatomy, physiology, and microbiology). No other courses will be considered. Science courses must be within the five-year time limit. Presentation of these materials does not guarantee that transfer credit will be granted toward a Health Occupations program. All expenses for the evaluation and translation of foreign transcripts are the student's responsibility. The following materials must be presented to the Health Occupations Admissions Office at El Centro College:

- An Educational Plan request form available in the back of this information packet, at <http://www.elcentrocollege.edu/Program/Health/admissions.php>, and in the Health Occupations Admissions Office.
- All official college transcripts (a DCCCD transcript is not required).
- A catalog course description taken from that college's catalog for each course to be reviewed for evaluation (course descriptions numbers must match those on the transcript; course descriptions are not necessary for DCCCD courses).

Special Note Regarding Evaluation of Coursework, Educational Plans, Review of Out of Country Coursework, and Five Year Time Limit Waiver Petitions

These evaluations are usually completed within 10-14 working days. **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 any course evaluation, Educational Plan or five year waiver petition at their earliest convenience prior to application to the program.** *The El Centro College Health Occupations Admissions Office and the Health/Legal and Continuing/Workforce Education Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.*

Advanced Placement Credit, CLEP, and Credit by Examination

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. AP credit is awarded as "CR" credit in the degree plan and does not count toward grade point average calculation.

CLEP tests accepted toward the Respiratory Care program include: college algebra (MATH 1314), general psychology (PSYC 2301), and various courses which meet the humanities elective requirement (foreign languages and literature courses). A student must be enrolled at a DCCCD campus in order to request a CLEP exam at that specific campus. CLEP credit is awarded as "CR" credit and does not count toward grade point average calculation. If unsuccessful on the CLEP exam, the student is not allowed to repeat the CLEP and must enroll in the course to receive credit for that course.

The DCCCD does not offer the CLEP test for ENGL 1301. However, a departmental exam at El Centro College may be available. To determine their eligibility for the ENGL 1301 departmental exam, a student should contact the Communications/Math/Developmental Studies Division at 214-860-2247 for more information.

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/Legal/Distance and Continuing/Workforce Education Division reserves the right to make changes in program enrollment capacity.
2. Once admitted to the Respiratory Care program, a student must complete each Respiratory course during the semester in which it is scheduled and each Respiratory Care 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 Health Occupations programs must comply with physical examination and immunization requirements and **submit the documentation with application materials** according to the guidelines in the Addendum of this information packet. **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 is instructed to retain a copy of these documents for their personal records.**

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.
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 Readiness for Education at a Distance Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.readi.info> and log in as a New User. The current User Name is ECCFall2008 on the pull-down menu 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. 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/Distance and Continuing/Workforce Education Division for review and verification that a student is eligible to attend clinical rotation. Students are responsible for all charges incurred (approximately \$85.00) for these screenings.

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. Further, 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.

DRUG SCREEN:

The drug screen follows National Institute on Drug Abuse (NIDA) guidelines and screens for ten (10) substances as designated in the Substance Abuse Panel 10 (“SAP 10”).

These substances are:

Amphetamines	Methadone
Barbiturates	Methaqualone
Benzodiazepines	Opiates
Cocaine Metabolites	Phencyclidine
Marijuana Metabolites	Propoxyphene

SAP 10 test results, which fall outside of any of the acceptable ranges, are considered positive test results and are automatically sent for a separate confirmatory test by a Gas Chromatography Mass Spectrometry (GCMS) method. If these results remain positive, the test results are sent to a Medical Review Officer (“MRO”), which will entail an additional cost of \$25.00-75.00 to the student. The MRO will then contact the student to

determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed to the negative and acceptable.

CRIMINAL BACKGROUND CHECK:

The criminal background check reviews a person's criminal history seven (7) years previous to the data of program application. The check will include all cities and counties of the person's residency during that time period. The following histories will disqualify an individual from consideration for a clinical rotation:

- Felony convictions;
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse);
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;
- Registered sex offenders.

EXCEPTIONS:

If a licensing/registry body (i.e. National Board of Respiratory Care) approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation.

The College may request an exception from the first clinical agency for a student with a felony deferred adjudication and no alternate recourse through a licensing/registry authority is necessary. Following approval from the first clinical agency, the student may progress as stated above.

For more information regarding the criminal background check and drug testing requirements, please contact Dr. LaCheeta McPherson, Executive Dean of Health and Legal Studies at 972-860-5097 or Ms. Suriya Sheriff-Edwards, Health and Legal Studies Coordinator at 972-860-5095.

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
Children's Medical Center
Methodist Dallas Medical Center

Parkland Memorial Hospital
Presbyterian Hospital of Dallas
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/6drop>.
14. Many hospital clinical sites require students to provide documentation of personal healthcare insurance. Therefore, prospective students are advised to 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. Effective Fall 2005, Dallas County Community Colleges will charge 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 contact the Financial Aid Office for application forms, filing procedures and deadlines. A number of area hospitals offer financial assistance to students pursuing healthcare careers. For a listing of those hospitals with contact information, application procedures, etc., please contact the Dallas/Fort Worth Hospital Council at 972-719-4900 to obtain their “scholarship booklet.” 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 Suriya Sheriff-Edwards 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.

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

Respiratory Care Admissions
Health Occupations Admissions
El Centro College
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5001
E-mail: HealthOccAdmissionsECC@dcccd.edu

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

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

Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the El Centro College Health Occupations Admissions Office or the printable information packet on 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:

<http://www.elcentrocollege.edu/Program/Health/admissions.php>

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)	\$ 1,326.00	\$ 2,686.00	\$ 3,910.00
Textbook	1,485.00	1,485.00	1,485.00
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	\$ 3,187.13	\$ 4,377.13	\$ 5,907.13
RESPIRATORY CARE PROGRAM			
Semester I – Summer			
Tuition (6 credit hours)	\$ 246.00	\$ 456.00	\$ 726.00
Respiratory Care Textbooks	400.00	400.00	400.00
Background Check/Drug Testing	<u>84.00</u>	<u>84.00</u>	<u>84.00</u>
Total	\$ 730.00	\$ 940.00	\$ 1,210.00
Semester II – Fall			
Tuition (16 credit hours)	\$ 656.00	\$ 1,216.00	\$ 1,936.00
Respiratory Care Textbooks	200.00	200.00	200.00
Liability Insurance	18.13	18.13	18.13
Fees	40.00	40.00	40.00
Lab Coat#	25.00	25.00	25.00
Name Badge	9.00	9.00	9.00
Insignia Patch	<u>8.50</u>	<u>8.50</u>	<u>8.50</u>
Total	\$ 956.63	\$ 1,516.63	\$ 2,236.63
Semester III – Spring			
Tuition (14 credit hours)	\$ 574.00	\$ 1,164.00	\$ 1,694.00
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	\$ 899.00	\$ 1,389.00	\$ 2,019.00
Semester IV – Summer			
Tuition (2 credit hours)	\$ 82.00	\$ 152.00	\$ 242.00
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	\$ 492.00	\$ 562.00	\$ 652.00
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 6,264.76	\$ 8,784.76	\$ 12,024.76

* Tuition reflects increase effective Spring 2009 semester. Tuition and other fees are subject to change. See official catalog for tuition table.

** Estimated cost of physical exam and immunization prices charged at the El Centro College Health Center.

Cost is approximate.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: 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. ___ Complete all of the following courses required for Respiratory Care Core Curriculum:

___ ENGL 1301	___ MATH 1314 or MATH 1414
___ SCIT 1407 or BIOL 2401	___ PSYC 2301
___ SCIT 1408 or BIOL 2402	___ SPCH 1311 or SPCH 1315
___ HPRS 1204	___ HPRS 2201
___ HPRS 1271	___ HPRS 2300
___ HPRS 2231	___ Humanities elective _____
6. ___ Verify transferability of prerequisite or support courses taken outside the DCCCD with the health Occupations Admissions Office as needed.
7. 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 page 3, section D, 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.
 - ___ Completed Physical Examination and Immunization Record form with CPR card photocopy.
 - ___ Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms which has been granted to the student.
8. ___ 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:
Respiratory Care Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

Telephone: 972-860-5001

PHYSICAL ADDRESS:
Respiratory Care Admissions
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202

- Revised 08/31/08 -

ADDENDUM
PHYSICAL EXAMINATION AND IMMUNIZATION RECORDS

In order to comply with the Texas Administrative Code (Title 25 Health Services, Rules 97.61-97.72) regarding immunization records for students enrolled in health-related programs, the following guidelines are now in force for applicants to El Centro College Health Occupations programs. Health Occupations program applicants must present the following documentation with their application materials:

I. Physical Examination and Immunization Record Form

A physical examination and immunization record form is included with each program information packet. The completed physical form verified by a physician or nurse practitioner will document:

- the applicant's physical examination results which must be dated less than nine (9) months prior to the applicant's anticipated entry to the health occupations program; and,
- dates of all required immunizations and/or date of a positive titer result for each.

NOTE: If immunization records have been recorded on separate documentation such as a hospital printout, health department card, office call invoice, etc., a clear photocopy of that documentation may be attached to the Physical Examination and Immunization Record form.

A. Physical Examination

The physical examination form must be completed by a physician or nurse practitioner and documents the applicant's medical history, health questionnaire, and results of a general physical examination.

B. Tuberculosis Screening

An intradermal PPD (Mantoux) "skin" test is required for all applicants. The PPD must be current within nine (9) months of the applicant's anticipated entry into a health occupations program. When accepted to a health occupations program, a student must repeat the PPD every twelve (12) months for the duration of his/her enrollment in the program.

If the PPD indicates a positive reaction, documentation must indicate the induration of the test site and the applicant must also obtain a chest x-ray verifying the absence of active disease. The chest x-ray must be current within one year of program entry. The chest x-ray will then be valid for two (2) years while the student is enrolled in the program. Individuals with a history of tuberculosis or positive PPD results should obtain a chest x-ray rather than the PPD.

C. Immunizations

An applicant must have completed the immunizations indicated below according to the indicated guidelines and schedules. Documentation of a titer (blood test) *with specific lab values* verifying immunity or seropositivity is also acceptable for Measles, Mumps, Rubella, Varicella and Hepatitis B.

1. Measles – Two (2) doses of measles vaccine is required either in a separate injection or in combination with mumps and rubella ("MMR"). Both measles immunizations must have been received after January 1, 1968. Individuals who were born prior to 01/01/57 are exempt from the measles immunization requirements.
2. Mumps – One (1) dose of mumps vaccine is required either in a separate injection or in combination with measles and rubella ("MMR"). Individuals who were born prior to 01/01/57 are exempt from the mumps immunization requirement.
3. Rubella – One (1) dose of rubella vaccine is required either in a separate injection or in combination with measles and mumps ("MMR"). Individuals born prior to 01/01/57 **are not** exempt from the rubella immunization requirement.
4. Tetanus/diphtheria – One (1) dose of T/d is required within the past ten (10) years.

5. Varicella (chickenpox) – Two (2) doses of varicella vaccine are required. However, if one dose was received before the age of 13, only one dose is required. Individuals who have a history of varicella disease may present a **notarized statement** signed by his/her parent, guardian, physician, or school nurse as verification of varicella immunity.
6. Hepatitis B series – Three (3) doses of Hepatitis B vaccine are required per the timetable below:

Initial dose
2nd dose one month after the initial dose
3rd dose five months after the second dose

If an applicant fails to adhere to the above schedule, the series must be restarted with a first dose.

NOTE: If an individual has received the first two Hepatitis B injections with the third and final injection scheduled after an application filing deadline, the individual may submit their application materials, including the physical exam form and all other immunizations provided the third injection is completed on schedule with documentation forwarded immediately to the Health Occupations Admissions Office.

II. Exceptions

Exceptions from meeting certain immunizations requirements are allowed for such circumstances as medical conditions (i.e. pregnancy), religious beliefs, etc. Applicants must present documentation as indicated below. Requests for exceptions are reviewed on an individual basis.

A. Medical Exceptions

The applicant must present a statement signed by their physician with personal knowledge of the applicant's medical history. The statement must indicate in detail that a specific vaccine poses a significant health risk to the individual. If the statement requests exemption from the Hepatitis B series, the applicant must also complete a separate waiver form (available in the El Centro College Health Occupations Admissions Office) to accompany the physician's statement.

Unless the statement specifies that a lifelong condition exists, the exemption is valid for one year only from the date of the signed statement. The signed statement must be submitted with the applicant's Physical Examination and Immunization Record form.

B. Exceptions Based on Religious Belief/Reasons of Conscience

The applicant must obtain an Exclusion Affidavit from the Texas Department of State Health Services by submitting a written request and including the applicant's full name and date of birth. The written request must be mailed to the following agency:

Texas Department of State Health Services
Bureau of Immunization and Pharmacy Support
1100 West 49th Street
Austin Texas 78756

The affidavit form will be mailed to the applicant who must complete and sign the form which must include the basis for the exception. The affidavit will be valid for a two-year period. The signed affidavit must be submitted with the applicant's Physical Examination and Immunization Record form.

III. El Centro College Health Center Services

The El Centro College Health Center offers the PPD tuberculosis screening and many of the required immunizations at a reduced cost. Please call 214-860-2113 to make an appointment for immunizations. Chest x-rays and physical exams are not provided at the El Centro College Health Center.

Applicants are responsible for retaining a photocopy of all physical exam and immunization documentation for their personal records. Once this documentation is submitted and an applicant is accepted to a Health Occupations program, the documentation will not be returned to nor photocopied for the applicant.

IMMUNIZATION RECORD AND PHYSICAL EXAM FORM

Once submitted, this document and any immunization or lab result attachments are considered official student records and will not be returned or photocopied for the student's use. Students should photocopy this form and any attachments to retain with their personal records.

SOCIAL SECURITY NO. / / DATE

NAME Last First Middle I. BIRTHDATE Month/Day/Year

ADDRESS Street City and State ZIP

TELEPHONE () Home () Business/Cell

I am applying to the Program.

HEALTH QUESTIONNAIRE - (To be completed by the applicant)

Do you have any physical limitations which would affect your ability to lift, turn, or transfer patients? Yes No

Do you have any limitations in use of your senses, such as in sight or hearing, which would limit your ability to practice a health profession? Yes No

Do you have any other condition which might interfere with your ability to practice a health profession? Yes No

If you have answered "yes" to any of the above, please explain your limitations in detail on a separate sheet of paper.

List any medications you have been taking on a regular or frequent basis during the past year.

TUBERCULOSIS SCREENING

Documentation requires a physician's signature or verification from the Health Center.

Intradermal PPD (Mantoux) - within nine (9) months unless previously positive

Date Results Physician's Signature

Chest x-ray - within one (1) year if PPD positive (Must also include positive PPD verification above.)

Date Results Physician's Signature

PHYSICAL EXAMINATION (cont.)

Normal	Check each item in appropriate column	Abnormal	Describe every abnormality in detail (attach sheet if necessary)
	Eyes - ears - nose - throat		
	Mouth - teeth - neck		
	Thyroid		
	Heart and vascular		
	Lungs		
	Abdomen and viscera		
	Hernia		
	Scars		
	Back, vertebrae		
	Genitalia		
	Pelvis with Pap Smear (optional)		
	Rectal, anus (optional)		
	Extremities		
	Skin		
	Neurological		

LABORATORY DATA: Specific lab findings, when necessary for diagnostic purposes.

<u>Name of Test</u>	<u>Results</u>
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PHYSICIAN RECOMMENDATION

Based upon your physical examination, is the applicant free of any restrictions in his/her ability to turn and/or move heavy objects? If "no," please describe: Yes ____ No ____

Is the applicant able to see and hear adequately to practice a health care profession? If "no," please explain: Yes ____ No ____

Is the applicant free of any pathological conditions either physical or mental which would interfere with the practice of a health profession? If "no," please describe: Yes ____ No ____

Signature of Physician or Nurse Practitioner

Date

Printed Name of Physician or Nurse Practitioner

Address of Physician or Nurse Practitioner

**EL CENTRO COLLEGE
CENTER FOR ALLIED HEALTH AND NURSING
HEALTH OCCUPATIONS EDUCATIONAL/DEGREE PLAN REQUEST**

PLEASE PRINT

Student ID Number/Social Security Number _____

Last Name First Name Maiden/Other

Street Address Apt.

City State Zip Code

Home Phone Cell/Other Business Phone

Email Address

I am requesting an educational/degree plan for the _____ program.

I understand that I must attach official transcripts from all the colleges and universities I have attended (list below) along with *catalog course descriptions for courses completed outside the Dallas County Community College District* which apply to the above program curriculum and for which I am requesting transfer credit.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

I acknowledge that I will be notified via email when my Educational/Degree Plan is ready for pickup.

NOTE: PLEASE ALLOW TWO (2) WEEKS FOR EDUCATIONAL/DEGREE PLANS TO BE PROCESSED. Official degree plans are only available for students who are enrolled in a Health Occupations program.

Student Signature _____ Date _____

NOTE: Please allow TWO (2) WEEKS for Educational/Degree Plans to be processed. Official degree plans are only available for students who are enrolled in a Health Occupations program.

Mailing Address: Patsy Jones-Strawther
Degree Audit Specialist
Health Occupations Admissions Office
El Centro College/ Paramount
801 Main Street
Dallas TX 75202-3604

Physical Address: El Centro College
Center for Allied Health and Nursing
Health Occupations Admissions
Room P-101
301 North Market Street
Dallas TX 75202