PROCEDURES FOR ADVANCED PRACTITIONER
RESPIRATORY THERAPY PROGRAM APPLICATION
2017

Deadline: **Thursday April 27th, 2017**

Thank you for your interest in the Foothill College Respiratory Therapy Program.

VISIT OUR WEBSITE AT: www.foothill.edu/bio/programs/respther

Please read and keep informational pages 1-4
Complete and mail application pages 5-9

ADMISSION INSTRUCTIONS

1. **All of the following prerequisites must be completed with a grade of "C", "Pass" or higher:**

High School graduation or equivalency;
ENGL 1A, 1H, or 1S & T, or ESLL 26, or equivalent;
MATH 105 (Intermediate Algebra) or equivalent, or higher;
CHEM 30A, or **ANY** equivalent Chemistry course with a lab **OR** 1 year of High school Chemistry;
BIOL 40A, 40B & 40C, or a semester of Anatomy and a semester of Physiology, or equivalent;
AHS 200 or **ANY** medical terminology course that is 2 units or more;
A minimum **GPA of 2.0** or higher;
Compliance with the technical standards (see page 8 of the application).

---

2. **Equivalent Courses**
    Please review the ***Respiratory Therapy Prerequisite Equivalency Chart*** on the Respiratory Therapy Program prerequisite page to view a list of some of the equivalent courses to our program prerequisites. The courses listed as equivalent do not need to be petitioned for. Please refer to this chart if you plan to take, or have taken, prerequisite courses outside of Foothill College, including additional Human Anatomy and Physiology classes to meet the minimum GPA requirement. http://www.foothill.edu/bio/programs/respther/prereq.php

3. **Recommended courses**

3a.   **RSPT 200L (Intro to Respiratory Therapy)** is highly recommended for all applicants.
      RSPT 200L is a course designed to introduce the prospective applicant to the field of Respiratory Therapy.

3b.   **BIOL 41 (Microbiology)** or equivalent must be completed prior to graduation from the program, and it is highly recommended applicants complete it before applying to the program.

3b.   **PSYC 1 General Psychology** must be completed prior to graduation from the program, and it is highly recommended applicants complete it before applying to the program.

4.   **General education**
      (GE) courses are not prerequisites, but are required for the Associate's degree, and must be completed before graduation. GE courses are waived for students who have a Bachelor's or an Associate's degree from an accredited U.S. college or university. Due to the rigorous nature of the program, it is strongly recommended that applicants complete all General Education requirements for the Associate of Science Degree.

5. **Previous Applicants**

   Those who have applied during the 2016-year **do not** need to submit duplicate transcripts, as we keep documentation for one year. However, you **must submit a new 2017 application**, and include transcripts showing coursework completed since the previous application was submitted. **We do not have a waitlist.**

6. **Submitting an Application**

   A **completed** Respiratory Therapy program application packet must be submitted to the program by April 27th. **Please ensure that your application packet is complete, as only completed applications will be considered**.

   You are required to submit the following items **in one envelope:**
   - a completed and signed 2017 application;
   - 1 official copy of your high school transcripts (**only** if they contain documentation of prerequisite course work);
   - 1 official copy of transcripts from **all** colleges attended (including Foothill College & De Anza) are necessary, even if they don't seem currently relevant. **Do not open the official transcripts prior to submission**. Failure to submit official transcripts and/or official foreign transcript evaluations with your application may result in the disqualification of your application.

   Please allow plenty of time to request and receive transcripts, to ensure the completion of your application packet, as incomplete applications will not be processed.

7. **International transcripts and degrees** - must be evaluated and translated into equivalent college hours by one of the following agencies only if you wish to see if you're eligible to receive prerequisite or degree credit. We recommend any member of Educational Credential Evaluators. Please visit their site and request a course-by-course evaluation if you would like to have your international coursework evaluated.

   Educational Credential Evaluators
   https://ece.org/

   World Education Services, Inc.
   P.O. Box 26879
   San Francisco, CA
   94126-6879
   Phone: (800) 414-0147
   http://www.wes.org

   Note: Fees and turn-around times vary with the above agencies. Be sure to allow sufficient time for your request to be processed well before the deadline.

4. **Counseling and Transferability**

   It is recommended that prospective applicants meet with an academic counselor to review their college transcripts only if prerequisite courses are not listed on the ***Respiratory Therapy Prerequisite Equivalency Chart***. Any courses needing to be petitioned for equivalency will be done at this time. The deadline for students to submit petitions will be **February 28th, 2017,** to be considered prior to the application deadline. To make a 30-minute counseling appointment you must have a valid Foothill College student CWID number. Bring transcripts and pertinent documentation (such as course outlines/descriptions/transcripts) to your appointment. It is strongly recommended that applicants complete the General Education courses required for the Associate's Degree. Questions regarding graduation requirements, and transferability of course work should be directed to one of the academic counselors in the Counseling Center at Foothill College. **To make a counseling appointment, go to: http://www.foothill.edu/counseling/**

- **Recency.** There is no recency requirement for this program. Program prerequisites are not expected to have been completed within a certain timeframe.
- **Equivalency.** All prerequisite coursework taken at colleges or universities other than Foothill College must be comparable in content to the required Foothill course in order to be applicable to this program.
- **Work in Progress.** No prerequisite coursework may be in progress at the time of the application. All prerequisites must be shown as complete on the official transcript/s submitted with the application. **General Education.** All General Education courses must be completed to earn the Associate of Science degree in Respiratory Therapy; otherwise the student will not be eligible to sit for the Registered Respiratory Therapy (RRT) credential examinations. Due to the rigorous course load during the Respiratory program, it is **strongly recommended** that all applicants complete their General Education courses prior to applying for the program.
- **Bachelors Degree.** If you have a Bachelors Degree from a California State University or University of California, your General Education requirements will be waived.
- **Grades** of C- or lower are NOT acceptable in fulfillment of prerequisite courses. Grades of pass/no pass are considered for prerequisites and general education courses.

9. We recommend that you **mail your application packet** through certified mail to obtain a return receipt; this way you will be able to track the delivery of your application online. Your signed, completed application, with official transcript/s for **ALL** colleges attended, should be mailed to:

>   **Attn: Claudia Flores**
>   **Foothill College**
>   **Respiratory Therapy Department**
>   **12345 El Monte Road**
>   **Los Altos Hills, CA 94022**

Completing the application correctly, obtaining supporting documents, and submitting the application on time is your responsibility. Incomplete applications will not be processed. Due to the high volume of applications received, please do not call to ask if your application and/or transcripts have been received.

ADMISSION PROCEDURES

1. Admission is based on criteria approved by Foothill College and consistent with State and Federal laws, regulations and program accreditation guidelines. Admission criteria include completion of prerequisite courses with a "C" or better, possessing the minimum GPA, and compliance with the technical standards stated on page 9 of the application. Admission to the program is limited to approximately 30 students. The Respiratory Therapy Program is a two-year fulltime selective program. Upon successful completion of the program, the student will receive an Associate of Science Degree in Respiratory Therapy.

2. The completed applications are first reviewed by the Respiratory Therapy Admission Committee for completion of the application and supporting documentation. All applicants will receive **an email** notice indicating that their application was received, and whether or not they have been admitted. This notice will not be a final assessment of your application.

3. Approximately 30 students will be drawn from a lottery pool consisting of all eligible applicants that have successfully completed all of the application requirements.

5. A small number of applicants from the above process will be placed on an alternate list, the order of which will be determined by lottery. This is not a waiting list, but if an accepted student declines their position, an applicant from the alternate list will be offered the position.

6. Applicants will be notified by email of admission status by July 30, 2017. **Please do not call or email the**

Respiratory department prior to that time. Written confirmation of intent to enroll into the class beginning each September must be received by the date indicated in the acceptance letter.

POST-ADMISSION INFORMATION

1. The number of laboratory hours and clinical hours make it difficult for a student to work while enrolled in the Respiratory Therapy program. Part-time employment may be possible during the first three quarters and during the second part of the summer depending on the number of units the student is taking. **Transportation is necessary to travel to the hospitals for clinical experience**. Applicants should plan ahead financially for their two years in the program.

2. All applicants admitted into this program will be required to complete a physical examination by a physician of their choice, as physical exams and immunizations are required to do clinical rotations. Your admission will be contingent upon completion of the examination. Background Check and drug testing is required by clinical facilities. Positive results could impact a student's chances of attending clinics, completing the program requirements, or gaining a license to practice upon graduation. The cost of required physical examinations, background check and drug tests will be paid by the student. Students accepted into the program will be provided with specific details. The completed physical examination form must be returned to the Foothill College Respiratory Therapy Program by the first day of the Fall quarter. In addition you will be required to take a Health Care Provider CPR course for adult, child and infant CPR (BLS-C), prior to being allowed into the clinic phase of the program.

FINANCIAL INFORMATION

Enrollment fees as of July 8, 2016 (fees subject to change):
*For current registration fees, go to this link: **http://www.foothill.edu/reg/fees.php**

Additional Program expenses for the two years are _approximated_ as follows:

NRP and ACLS Certification	$140/year	Kettering Seminar	$ 325
Final Exams	$ 70/year	Uniforms/stethoscope	$ 120/year
Books/supplies	$950 + GE books	CSRC Conference	$ 120 – 200

First Year Expenses
• Background check $65-80
• Drug screening $50
• Document tracker $35
• BLS/CPR Card $50-75
• Dataarc (Due first week of classes, first quarter) $60
• Physical/vaccinations $varies

• Advanced Cardiac Life support (ACLS)and BLS $120-200
• Mock Clinical Simulation Exam $65
• Program Final Exam $45
• ECG Class $40
• RTBoard Review $70
• PALS $190
• Kettering Seminar (3 Days) $325

• CSRC Annual Conference Cost Varies
• GBAR Tahoe Conference Cost Varies

Fees to become a licensed RCP/CRT
• TMC Exam $190
• Clinical Simulation Exam $200
• RCP California License $230
• Live Scan fingerprinting $75
• DMV Check $8
• Ethics course $20-30
• Misc. $20-30

Second Year Expenses
• Neonatal Resuscitation Program (NRP) $90

Second Year Expenses (Optional)
• Neonatal Pediatric Conference $150
• AARC Annual Conference Cost Varies

Total approximate total cost for the program is: $4,500

Financial Aid is available at: http://www.foothill.edu/aid/

Dear Applicant,

Thank you for your interest in the Respiratory Therapy Program. If you have any questions, my contact information follows.

Sincerely,

Brenda Hanning, RRT
Program Director, Respiratory Therapy
(650) 949-7466
HanningBrenda@fhda.edu

NAME:

| Last | First | Middle |

Please list any other name(s) by which you have been known:

Foothill Student **CWID #:** _____ **(required)** If you do not have a FH student ID#, click here to register for the college: **http://www.foothill.edu/admissions.php** There is no cost involved to get a student ID #

| Address | City | State | Zip |

Home Phone: _____ **Cell Phone:** _____

Valid Email Address (Do not leave this area blank): _____

Have you previously applied to the Foothill College Respiratory Therapy Program? Yes _____ No _____

Years of previous applications: _____

Have you previously attended any Respiratory Therapy Program? Yes _____ No _____

If yes, list the school and the reason you left the program: _____

High School from which you graduated: _____ **Year:** _____
Do not leave this area blank!

Please list the college, starting and ending dates, and any degrees or certificates, for **all** colleges, universities, and accredited technical or vocational schools attended. You must include colleges in which courses were attempted although they may not have been completed: **Do not leave this area blank.**

	Name of School	City and State	Dates Attended	Degree Received
1				
2				
3				
4				
5				
6				

FOOTHILL COLLEGE 2017 RESPIRATORY THERAPY

Name: _____ **Student ID #:** _____

A: PREREQUISITE COURSES REQUIRED: (Please provide complete information in each category)
   *All prerequisites must be completed with a "C", "Pass", or better in time for transcripts to be ordered and included in the application packet prior to the April 27th deadline.

	Equivalent Course #	College	Sem/Qtr. Units & Year Earned	Grade
CHEM 30A, <u>ANY</u> equivalent Chemistry course with a lab **OR** 1 year of High school Chemistry				
MATH 105 (Intermediate Algebra) or higher				
ENG 1A/ESL 26 1H or 1S & T or ESLL 26				
AHS 200 or any Medical Terminology course 2 units or more.				
GPA 2.0 or above (College) List College GPA				

Have you completed all of the above prerequisites?   Yes _____   No _____
(If no, you must complete them before applying).

B: GENERAL SCIENCE GRADUATION REQUIREMENTS:
Note that the four science courses below are not prerequisites. We strongly recommend applicants complete all science courses listed below before starting the Respiratory Therapy program.
In the science courses below:

*If you took a semester of Anatomy and a semester of Physiology:

Science Course	College	*Sem/Qtr & Year	Units	Grade
Anatomy & Physiology* BIOL 40A				
Anatomy & Physiology* BIOL 40B				
Anatomy & Physiology* BIOL 40C				
Microbiology BIOL 41				

C: GENERAL EDUCATION REQUIREMENTS

All General Education courses must be completed to earn the Associate of Science degree in Respiratory Therapy; otherwise the student will not be eligible to sit for the Registered Respiratory Therapy (RRT) credential examinations. Due to the rigorous course load during the Respiratory program, it is **strongly recommended** that all applicants complete their General Education courses prior to applying for the program.

There are 4 ways to satisfy the General Ed. Requirements, check one only:

1.___AA or AS from a California community college (GE waived). **Move on to the next page.**

2.___BA or BS Degree from an accredited U.S. College or University (GE waived). **Move on to the next page.**

3.___You do not have a college degree as listed above, but you have completed all GE courses (attach CA Community College General Education completion certification from the college where you completed the coursework). **Move on to the next page.**

4.___You have not completed a college degree, but you have completed the following GE courses:

If you indicated number 4 above, you must fill in the table below with the GE coursework you have completed to date or is in progress. Please provide complete information in each category. See Foothill College Catalog & Respiratory Curriculum Sheet for help.
If you indicated numbers 1, 2, or 3 above, leave this area blank and continue on to the next page.

General Education Associate Degree & Other Required Courses:	Course #	College	Sem/Qtr & Year	Units	Grade
*MATH Proficiency – Intermediate Algebra (MATH 105 or higher)					
Area I: Humanities (Arts & Letters)					
Area II: English ENG 1A or ESLL 26					
Area III: Natural Sciences w/Lab (CHEM 30A or Microbiology recommended)					
Area IV: Social & Behavioral Sciences (PSYC 1 recommended)					
Area V: Comm. & Analytical Thinking (COMM 1A recommended)					
Area VI: U.S. Culture & Communities					
Area VII: Lifelong Understanding (2 courses) (Health 21 recommended)					

Applicant Name: _____

I. TECHNICAL STANDARDS
The following statements identify the physical capabilities appropriate to the profession of Respiratory Therapy.

A. **The prospective Respiratory Therapy student must possess sufficient strength, motor coordination and manual dexterity to be able to:**
1. Stand and walk for up to 90% of work time. The ability to bend, squat, kneel and climb stairs is also necessary.
2. Lift up to 45 pounds and carry up to 25 pounds.
3. Push and pull heavy objects such as ventilators and compressed gas tanks.
4. Use their hands and fingers 100% of the time for such duties as percussing and auscultating patients, assembling and disassembling equipment and manipulating controls on machines.

B. The students must be able to communicate verbally in an effective manner in order to explain respiratory therapy procedures and direct patients during those procedures.

C. The student must be able to hear, understand and react quickly to verbal instructions, the patient's needs, and the requests of others. The student must be able to hear alarms on equipment and monitors.

D. The student must have near vision acuity in order to read charts, observe patients, read machine controls and patient monitors. The ability to read LED's is needed as is the ability to see in dim light.

E. At the end of the training program, the Respiratory Therapy graduate must be capable of:

1. Maintaining effective performance in stressful situations related to equipment and patient problems. The graduate must be able to respond appropriately to situations requiring emergency care of the patient.
2. Providing physical and emotional support to the patient during procedures.
3. Working closely with members of the health care community.
If you can perform the above standards without restrictions please sign below:

_____
Student signature   Date

If you cannot perform one or more of the technical standards identified above, please explain:

_____

_____
    Signature   Date

STOP AND REVIEW

If you cannot meet any of the above standards, you may still submit an application, however be advised that your inability to meet one or more of these standards may preclude you from meeting some of the program requirements, or finding employment in the field. It is strongly recommended you schedule a meeting with the program director to discuss your individual situation.

APPLICANT CHECKLIST:

To be considered complete, your application must include the following **in one envelope**:

_____ Signed and completed 2017 Respiratory Therapy application;

_____ 1 set of official transcripts from **all** colleges attended;

_____ 1 set of official high school transcripts **only** if it contains prerequisite documentation;

_____ Signed copy of 2017 Respiratory Therapy Technical Standards (page 8 of this application);

_____ Other: For example, approved petitions for equivalency, if applicable;

My signature below verifies the accuracy of my application.

_____   _____
Signature   **Date**

_____
Clearly Printed Name

*ADVISORY NOTE: Applications that are incomplete by the April 27th deadline will not be considered for the applicant pool. Allow PLENTY of time when ordering transcripts. No exceptions will be made.