

Information presented in this packet supersedes all other information obtained by the applicant.

- All applicants must meet the admissions criteria as stated in this packet **before a seat** in the program or a position on the wait list can be awarded. Seats are awarded on a **first come, first qualified** basis.
- The Respiratory Therapy courses begin **each fall semester** and are offered during the **daytime only**. Clinical rotations may be assigned for first, second, or third shift (see page 15).
- There is a maximum of **16 seats** available each fall.
- All petitions and supporting documentation must be received at the Marple Campus (Media, PA) no later than **Thursday, July 8, 2021, at 12 Noon** to be considered for a seat in the program or a position on the wait list.
- Petitions and/or supporting documentation submitted after July 8, 2021, will not be accepted. The information in this packet will expire on July 8, 2021.
- Grades for courses scheduled for the 2021 Summer II Session **will not** be available by the petitioning deadline. Therefore, all prerequisite and developmental courses must be completed by the end of the 6-week 2021 Summer I Session. In addition, course grades for classes taken in the 10-week Summer 1 Session format **will not be available** by the deadline and therefore will not be acceptable for Fall 2021 program consideration.
- The Admissions Office encourages candidates to complete and submit all requirements before July 8, 2021, as the program may fill before the deadline.
- Clinical rounds are done at Crozer Chester Medical Center (Upland), Children's Hospital of Philadelphia, and PromptCare Inc., Home Care Services (King of Prussia), Delaware County Memorial Hospital (Drexel Hill), Taylor Hospital (Ridley Park), and Springfield Hospital (Springfield).

Petitioning Dates

- Candidates residing in **sponsoring*** school districts may petition beginning: **Monday, November 9, 2020**
- All other candidates may petition beginning: **Monday, December 7, 2020**

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

VIRTUAL Respiratory Therapy Information Sessions

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

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

www.dccc.edu/respiratory-info-sessions

Registration is required VIA THE LINK ABOVE to participate in the Session!

PETITIONING PROCESS

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

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

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

PART 1 ***General Admission***

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

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

PART 2 ***Special Admission***

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

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

REQUIREMENTS FOR ADMISSION

All admission requirements listed on the following pages *must be completed before* a seat in the program or a position on the wait list can be awarded. Please note, the program often fills prior to the deadline. Therefore, the Admissions Office encourages candidates to complete and submit all requirements as soon as possible once the petitioning period opens.



#1 APPLY FOR GENERAL ADMISSION

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



#2 DEMONSTRATE COLLEGE READINESS IN ENGLISH & MATH

All candidates must demonstrate college readiness by either 1) submitting official score reports with minimum scores achieved on either the SAT or ACT tests, (see minimum score requirements below), or 2) transferring previously earned English Composition I and/or a college level math from another college, or 3) take the College's Placement Test and place college level or successfully complete all remedial/developmental courses.

Review the options below and proceed with the appropriate option(s) needed to meet this requirement:

WAIVE THE PLACEMENT TEST:

1. **SAT OR ACT scores** may be used for placement in math and/or English courses. Students should have their official scores sent to Assessment Services at Delaware County Community College. The school code for the SAT is 2125. The school code for the ACT is 3542. Scores must be current within 5 years of the student starting classes at the College. To waive the placement test, students must receive the following minimum scores:

English/Reading = SAT Verbal: 500; ACT Verbal: 18

Mathematics = SAT Math: 530; ACT Math: 20

2. **Transfer Credits Earned:** You may waive all or part of the placement test if you have successfully completed English Composition I and/or a college level math with a grade of "C" or better **and have transferred those courses** into Delaware County Community College. The process to transfer courses may take 4-8 weeks; please plan accordingly in order to make petitioning deadlines. See Requirement #3 listed on page 4 for directions on how to transfer college credits into Delaware County Community College.

TAKE THE PLACEMENT TEST:

Delaware County Community College's full-scale placement test is required for any student who has not completed a college-level math and/or English Composition I with a grade of "C" or better, or for those students who have not met the SAT or ACT minimum scores. Directions on how to schedule the placement test are outlined in the student's acceptance letter.

Placement testing should be scheduled as soon as possible after receipt of the acceptance letter. Students should contact the Assessment Services Department at testingcenter@dccc.edu or telephone 610-359-5322 for information on how to schedule and take the Placement Test.

CREDIT FOR PRIOR LEARNING

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

*Portfolio Development

*College Level Examination Program (CLEP)

*Credit by Examination

*Credit for Military Training Schools

*Transfer Credits from Other Colleges

*Advanced Placement

Students interested in pursuing credit for prior learning options should contact Assessment Services at: **610-359-5322** or email assess@dccc.edu



#3: TRANSFER COLLEGE CREDITS EARNED

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

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

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

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

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



#4: HIGH SCHOOL CREDENTIALS

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

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

1. HIGH SCHOOL TRANSCRIPT

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

2. GED TRANSCRIPT 30-Credit Plan Diploma

Contact the Department of Education (DOE) in the state where you were granted your GED. Most DOE's offer a "Transcript Request Form" that can be accessed by using the "SEARCH BOX" on their website. **IMPORTANT NOTE:** An open copy of your GED test scores indicating that you passed the GED test or a copy of your diploma are **not acceptable documents**. You must **order a separate, official copy** of your GED transcript from the DOE and have that document sent directly from the DOE to the College to fulfill this requirement. (See the College's mailing address on next page.)

3. INTERNATIONAL DOCUMENTATION

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

DIRECTIONS: WHERE TO SEND YOUR HIGH SCHOOL TRANSCRIPTS

Send all official, final, sealed envelopes containing the paper-copy of final transcripts/international evaluations to:

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

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

DIRECTIONS: VERIFY THAT YOUR HIGH SCHOOL TRANSCRIPT IS PROPERLY ON FILE

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

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



#5: APPLY FOR FINANCIAL AID (FAFSA)

This step is **highly recommended**. One of the keys to success in college is having a plan to pay for your education. Applying for financial aid is easy when you follow the step-by-step guide offered on the College's website at:

<http://www.dccc.edu/admissions-financial-aid/financial-aid/application-process>

Deadlines apply, so file your application without delay. If you have questions or need help regarding financial aid, call the College at 610-359-5000.



#6: OBSERVE A RESPIRATORY THERAPIST

All applicants are required to observe Patti Curran, Program Coordinator/Respiratory Therapist, at Crozer Chester Medical Center **prior to petitioning to the program**. Career exploration and observation gives interested applicants an opportunity to learn about the work environment and employability of a RT while witnessing firsthand the occupational skills necessary for practice. To schedule an appointment with Patti Curran, telephone: **610-447-2440**.

 **#7: COMPLETE PRE-REQUISITE COURSEWORK**

All three (3) pre-requisite courses below must be satisfactorily completed with a grade of "C" or better **and** a 2.5 or higher GPA (grade point average) **earned on the three (3) pre-requisite courses listed below**, before a seat in the program or a position on the wait list can be awarded. Credits for pre-requisite courses earned at other institutions can be transferred into the College by following the directions on page 4, Requirement #3: TRANSFER COLLEGE CREDITS EARNED.

PRE-REQUISITE COURSES NEEDED:

For this requirement, the GPA is calculated using the grades earned ONLY on the three (3) required pre-requisite courses listed below and a minimum grade of a "C" or better must be earned for each course.

1. **ENG 100 English Composition** **3 credits**
2. **CHE 110 General Chemistry with lab** **4 credits**
3. **Proficiency at the MAT 128 level or above. This can be demonstrated by any of the following:**

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

OR

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

Important Note: The petitioning deadline date is July 8, 2021. Candidates must complete all required courses no later than the end of the Summer I session ending June 30, 2021. Course grades for classes taken in the 10-week Summer 1 Session format and the Summer II Session **will not be available** by the deadline.

For more information or assistance with advising and registering for classes, please contact register@dccc.edu or 610-359-5324 with any questions or registration needs.

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

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

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



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

Studies have shown that scores on this test are a predictor of success in the Respiratory Therapy (RT) program and for passing the credentialing exam. Consequently, the College relies on the TEAS scores when determining an applicant's potential for success both in the program and on the credentialing exam.

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

1. **Applicants must achieve all the following minimum Adjusted Individual Scores (AIS) from a single testing session:**
 1. **Composite Total: 50%;**
 2. **Reading: 54%;**
 3. **Science: 33%;**
 4. **Mathematics: 46%;**
 5. **English Language and Usage: 46%**
2. **Candidates for the Fall 2021 program may take the TEAS a total of three times (3) between the dates of July 10, 2020, and July 8, 2021.** All TEAS tests must be taken within these dates to be eligible Fall 2021 program consideration. Once a candidate has reached the three-time maximum within this TEAS Testing Period for entrance Fall 2021, no other TEAS testing attempt(s) will be considered. Therefore, candidates should carefully prepare to take the TEAS. (See "How to Prepare for the TEAS" located on the next page.) If a candidate takes the TEAS more than three times within the allotted TEAS testing period, only the first three attempts will be considered for entrance into the Fall 2021 Nursing program.
3. **Applicants who do not meet all the minimum scores listed above from a single testing session out of three (3) possible attempts during the TEAS Testing Period will not be considered for the program, even if all the other requirements are completed.** Scores from more than one test will not be split or mixed.
4. **There is no required wait time between testing, but research shows that remediation and studying of weak content areas is a best practice.** Keep in mind, students will be charged a fee each time they take the TEAS. See page 8 for current fee charges.
5. **The test lasts approximately 3.5 hours.** Each of the four sections has its own time limit. The test is administered on the Marple, Downingtown, and Exton campuses throughout the entire year. The schedule is posted on the ATI Testing website. See page 8, "How to Schedule the TEAS."
6. **A basic 4-function calculator is imbedded in the math section of the test for student use.**
7. **You will receive your TEAS results immediately upon completion of the test.** A separate score report will not be mailed to you. The College will receive and record your TEAS results electronically if you took the TEAS through DCCC. If you took the TEAS through another testing site, please see the directions on page 8 – How to Transfer TEAS Scores into DCCC.
8. **Delaware County Community College will only offer a computerized version of the TEAS to students interested in applying.** If you have a documented learning disability, please contact the Office of Disability Services (610-325-2748) for further instruction.

DIRECTIONS: HOW TO PREPARE FOR THE TEAS

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

1. The **ATI TEAS Study Guide (2020-2021)** is available for purchase through ATI Testing at www.atitesting.com. The Delaware County Community College Bookstore also carries the Study Manual for purchase. Limited copies are available for review in the Learning Commons for students with a valid College student ID card and proof of registration for the test.
2. **Online practice exams** and study resources are available at www.atitesting.com for a fee. Note, practice exam scores are not considered valid scores for admission into the program.
3. At times, the College's Community Education & Training Department offers TEAS Test **Preparation Courses**. For information and registration please call: 610-359-5025. Prep courses at DCCC are suspended due to the pandemic but may be reinstated at a later date.

DIRECTIONS: HOW TO SCHEDULE THE TEAS TEST

Delaware County Community College is a TEAS testing site. Candidates to the program must register, pay, and schedule TEAS testing through ATI Testing, the creators of the TEAS. During the current pandemic, DCCC is offering both on-line (remote) and in-person testing. If you have questions about the on-line testing process and the electronic equipment needed to take the TEAS remotely, please contact DCCC's Testing Center at: testingcenter@dccc.edu As the state of Pennsylvania moves through the different phases of reopening. Testing times are limited, plan accordingly.

Testing fees are **non-refundable** and registrations with ATI are final. The cost of each TEAS test is \$92.00. Students may reschedule **only once** per test through the College's Assessment Services office. To reschedule a test, please make your request by submitting the copy of the testing receipt to the Assessment Services office at: assess@dccc.edu. The Assessment Services office will then contact you to reschedule a date/time. The TEAS is offered all year at various Delaware County Community College campuses: Marple, Downingtown, and Exton.

HOW TO SCHEDULE:

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

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

DIRECTIONS: TRANSFERRING TEAS SCORES FROM ANOTHER TESTING SITE

TEAS scores taken elsewhere may be used to petition for the program. TEAS scores taken elsewhere must be **sent officially from ATI**, (creator of the TEAS) to the College's Assessment Services office. **Student copies will NOT be accepted.** Scores must be received by Assessment Services before the deadline as listed on the front of this packet to be considered for the program. Please note, a student's petition will not be considered until the official test results have been received and recorded by Assessment Services. You may contact ATI Testing via their website: www.atitesting.com The final deadline to have your scores sent, evaluated and stored into DCCC's database is July 8, 2021. Plan accordingly so the deadline can be met.



#9: OBTAIN BACKGROUND CLEARANCES

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

A total of three (3) background clearances are required to properly petition to the program. Additional clearances may be required for out-of-state candidates.

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

All clearances must be dated **September 1, 2020, or after**, to be eligible for the Fall 2021 program. Clearances must be completed by the student and sent to, stored, and approved by Castle Branch **before submitting a petition to the program**. Plan accordingly to meet deadlines as it can take **several weeks** for clearances to be processed by government agencies. Securing clearances maybe delayed during the current pandemic environment. Plan accordingly when securing clearances to meet deadlines.

DIRECTIONS: SECURING AND STORING CLEARANCES WITH CASTLE BRANCH

1. Go to: www.castlebranch.com
2. Click the blue box “**Place Order**” at the top right-hand side of the landing page.
3. Enter **DD74** in the Package Code box.
4. Click “**SUBMIT**”
5. Review the contents on this page, check off the boxes required to proceed and click: “**CONTINUE**”
6. Fill out all the required fields to set up your account.

IMPORTANT NOTE: If you set up an account previously with Castle Branch and need to post updated clearances for a new entrance year, contact Castle Branch's Customer Service Department for assistance: 888-914-7279.

PAYMENT INFORMATION- At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

CLEARANCES NEEDED

Statewide Criminal PA Report – This report will be run by Castle Branch and stored in your myCB/CP account. You will need to go into your account and **print out a copy to submit with your petition.**

Fingerprinting (IdentoGO/IDEMIA) – To secure this report, follow the directions on the following page. Castle Branch will email you directions as well. This report must be ordered through the **Department of Human Services**. Please note, you will be required to pay a separate fee for your fingerprints.

Child Abuse Clearance - To secure this report, follow the directions on the following page. Castle Branch will email you directions as well. This report must be ordered through the **Department of Human Services**. Please note, you will be required to pay a separate fee for your Child Abuse Clearance.

POST YOUR RESULTS

Check all criminal history reports for accuracy prior to uploading to your Castle Branch account. Upload your documents to your account via the directions received from Castle Branch.

VIEW YOUR RESULTS

You will be notified by Castle Branch if there is any missing information needed to process your order. Your order will show as “**In Process**” until it has been completed in its entirety. Administrators at the College can also securely view your results online with their unique username and password. Remember, all clearances must be completed, sent, and stored by Castle Branch **before you may submit your petition.**

If you need assistance with any of the above processes, please contact Castle Branch at 888-914-7279 or email: cpservicesdesk@certifiedprofile.com

FBI Report

Average time to obtain: 2-3 weeks (may take longer)

How to obtain:

- Go to the IdentGO/IDEMIA website at <https://www.identgo.com/locations/pennsylvania>
- Scroll down and choose “Digital Fingerprinting”
- Enter the “Service Code” provided by Castle Branch
- Follow the directions to complete your registration.
- For Reason Fingerprinted select: **EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN**
- Results will be returned to you via U.S. Postal Service, use your current, legal address.
- Once the final FBI report is mailed back to you via the U.S. Postal Service, open the letter and check for accuracy.
- Upload this document to your Castle Branch account.
- All Rap Sheet reports (if applicable) must be posted as well to fulfill this requirement.

Child Abuse Clearance

Average time to obtain: On-line ordering will take 2-3 weeks to get results back. Paper submissions could take longer than this.

How to obtain:

ON-LINE SUBMISSION:

- This document is required even if you have never lived in Pennsylvania
- Go To: <https://www.compass.state.pa.us/cwis/public/home>
- First Time User Click On: **CREATE INDIVIDUAL ACCOUNT**
- Review the Welcome page and click: **NEXT**
- Follow the directions on the website to complete your clearance submission.
- Use your current, legal address.
- Under *Purpose of Certification* check off: **An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service.**
- All information must be completed in full. They will ask for all previous names, addresses and household members since 1975. This information must be provided to the best of your knowledge and belief.
- Your results are available electronically and you may print them out upon completion.
- Upload this document into your Castle Branch account. (See directions on how to set up a Castle Branch account on page 9.)
- All Rap Sheet reports, if applicable, must be posted with Castle Branch to fulfill this requirement.

What it looks like:



SSN:
TCN:

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (CPSL, Pa.C.S. Chapter 63). The following is the result of your federal criminal history background check as of 05/26/2018.

- NO RECORD EXISTS**
- RECORD EXISTS**, but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.
- RECORD EXISTS**, but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.
- DISQUALIFICATION** - Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are completing the accuracy of this message, please submit your comments to support your position. You may request a copy of your record from one year following receipt of notification by stating a written request to the address listed above. Applicant are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Cindi E. Horshak, Acting Bureau Director
Bureau of Policy, Programs and Operations

Office of Children, Youth and Families
Child Abuse and Neglect | Criminal Verification Unit
PO Box 8033 | Harrisburg, PA 17105-8033 | P 717.732.5422 | F 717.732.6822 | www.dhs.state.pa.us

What it looks like:



PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

CERTIFICATE ID:
VERIFICATION DATE: 02/28/2018
SOCIAL SECURITY #
DATE OF BIRTH

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 37 Pa. Consolidated Statutes Amended relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Human Services' statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY: Commonwealth of Pennsylvania
Department of Human Services
CHILD ABUSE AND NEGLECT REGISTRY
CNAH Line Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

FOR AN UNRECORDED RECORD, PLEASE VISIT OUR WEBSITE

04030

CYHO 1.08



Criminal Convictions

The College is not a healthcare provider and does not have a healthcare facility. Therefore, independent, third party, healthcare providers offer the clinical experiences required for completion of the program. Often, these healthcare providers **will not allow a student** who has been convicted of **any offense that involved criminal charges** to take part in clinical experiences at their facility. Because the clinical studies portion is a requirement of the program, such students would not be able to complete all aspects of the program. If a student would be unable to complete their studies due to their criminal conviction record, they will not be accepted into the Respiratory Therapy program.

Respiratory Therapists in Pennsylvania are licensed under the State Board of Medicine. Under Pennsylvania law, the State Board of Medicine may not issue a license to an applicant who has been convicted of a felony under the Controlled Substance, Drug, Device and Cosmetic Act, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless at least 10 years have elapsed since the date of conviction and the applicant can demonstrate that he/she has made significant progress in personal rehabilitation.

In addition, any criminal background may result in the finding of impaired moral character by the Board such that a license may be denied. The determination of whether such conduct constitutes poor moral character is a discretionary matter for the Board of Medicine (717- 783-1400) and done on a case by case basis.

NOTE: Once awarded a seat in the program, due to health care providers' policies, the College requires a drug screening for all newly accepted students prior to beginning their Respiratory Therapy courses. If you are awarded a seat in the program, you will receive more detailed information on this requirement at a special College Planning session.



#10: MAINTAIN A MINIMUM OVERALL GPA = 2.0

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



#11: CODE OF CONDUCT

Be in compliance and in good standing with the College's Code of Conduct as defined in the Student Handbook. Students must be in good disciplinary standing with the College to be considered a candidate for the program. Students who have outstanding sanctions or violations filed with the Office of Student Affairs will not be admitted to the program. If your standing at the College falls below Good Standing at any time after you are admitted to the program, or are offered a position on the wait list, your offer will be revoked and you will not be permitted to register for, or begin RTH 110. A copy of the Student Handbook can be downloaded from: <http://www.dccc.edu/studenthandbook>



#12: PROOF OF RESIDENCY

Provide proof of residency via a valid, current, legible **photocopy** of one (1) of the following approved documents:

1. Permanent driver's license or State ID (Please note: Temporary update cards & duplicate licenses are **not** acceptable.)
2. Utility bill with your name listed on the bill. (Gas, electric, water or sewer only; cell phone bills are **not** acceptable.)

The above-named items are the **ONLY** acceptable forms of proof of residency. The address listed on the proof of residency submitted must match the 1) address listed on the program petitioning form, 2) the address listed in the College's database, and 3) the address submitted on all background clearances. The Admissions Office reserves the right to request additional proof of residency documents as necessary.



#13: SUBMIT YOUR PETITION

Upon completion of **all requirements**, upload the items below and email to: petitioning@dccc.edu

The items to submit at the time of petitioning are listed below. All other requirements must be completed, stored, and approved by the College or Castle Branch prior to this final step.

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

NOTIFICATION OF THE STATUS OF YOUR PETITION

1. **It can take 6 weeks to evaluate a petition.** The Admissions Office will notify students via the email listed on their petitioning form (see page 18) regarding the status of their petition. **Please refrain** from contacting the Admission Department to check on the standing of your petition during the review period. You will be notified as timely as possible via the email address you listed on your petitioning form.
2. **If a petition is incomplete**, the candidate will be notified via the email listed on their petitioning form regarding the missing items/requirements. Any missing items must be submitted by the deadline date of July 8, 2021, to be considered for a seat in the program (if any remain) or a position on the wait list.
3. **The wait list is dissolved at the end of July each year.** Students on the wait list **are not carried over** from year-to-year. Students will be notified via the email listed on their petitioning form regarding when the wait list is dissolved. If a student is interested in petitioning for a future entrance year, they must meet any new admission requirements published in the Entrance Requirement Packet for that entrance year.
4. **Students are not permitted to defer their enrollment** into the Respiratory Therapy Program for a future enrollment date. Students must petition again and meet all admission requirements in accordance with the policies and procedures required for the new petitioning year.
5. **If offered a seat in the program**, candidates are required to pay a \$100.00 deposit by May 1, 2021. The \$100.00 will hold a seat for the Fall 2021 program only. All previous balances due to the College must be paid in-full prior to submitting the deposit. **Deposit refunds will be issued only if the student:** 1) remains enrolled in RTH 110 for the first three full weeks of the semester, and 2) does not have any outstanding balances due to the College at that time. **If the student drops out of the program, at any time before the end of the third week, the deposit will not be refunded.**

OTHER IMPORTANT INFORMATION

1. **Qualified students will be offered a seat for the program**, if one is available, after all steps have been successfully completed by the July 8, 2021, deadline.
2. **Credits received for BIO 150 and BIO 151 (Human Anatomy and Physiology I & II) prior to enrollment in RTH 110 for Fall 2020 must be dated Summer I, 2016, or later to be considered current.** Courses taken before this deadline will need to be repeated. The College will not accept in transfer any anatomy & physiology courses that contain a virtual lab. Candidates must achieve a minimum of a "C" or better in BIO 150 and BIO 151.
3. **Once accepted to the program, a required special college planning session** for admitted students will be held in July or August 2021. During this session, students will participate in an advisement session and register for program coursework. Admitted students will be notified by U.S. mail regarding the date of this required session.
4. **Accepted students to the program are required to purchase a second package** from Castle Branch. The package includes: 1) drug screening 2) Seven-year state and county criminal record check, 3) Social Security Number (SSN#) verification and address history trace, 4) Nationwide Healthcare Fraud & Abuse scan, and 5) document management.
5. **Admitted students must pass a drug test** to be eligible for the clinical experience. Instructions on how and where to take the drug test will be explained to admitted students during the required special college planning session.
6. **In addition to normal tuition, fees, and books, students are required to purchase** uniforms, insurance and miscellaneous supplies.
7. **It is the student's responsibility to notify both the Admissions and Records Offices of any changes** in address or phone number. It is important that the correct contact information is on file at all times.
8. **If a student fails or withdraws from any one of the respiratory therapy courses and wishes to repeat the course**, they must petition for readmission through the Respiratory Care Program; not the Admissions Office. See the current Delaware County Community College catalog or contact the Allied Health, Emergency Services & Nursing Division at 610-395-5353.

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

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

Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104. The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 777 Cannon Drive, P.O. Box 54876, Hurst, Texas, 76054-4876, 817-283-2835, www.CoARC.com.

Respiratory Therapy Associate Degree Curriculum

Pre-Requisite Courses:

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

FIRST YEAR

Fall semester:

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

Spring semester:

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

Summer 1:

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

Summer 2:

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

SECOND YEAR

Fall semester:

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

Spring semester:

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

Summer 1:

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

TOTAL CREDITS FOR THE PROGRAM: 78 credits

RESPIRATORY THERAPY CLASSES/CLINICAL SCHEDULE

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

REQUIREMENTS CHECKLIST

Checkpoint	Y/N
1. Submit an application for admission to Delaware County Community College, if not enrolled within the past year. (See page 3.)	_____
2. Demonstrate College Readiness. (See page 3.)	_____
3. If applicable, transfer previously earned college credits into the College. (See page 4.)	_____
4. High School credentialing on file with the College. (See pages 4 & 5.)	_____
5. Apply for Financial Aid (Recommended). (See page 5.)	_____
6. Observe a Respiratory Therapist (See page 5.)	_____
7. Complete all three (3) prerequisite courses and meet minimum GPA. (See page 6.)	_____
8. Successfully pass the TEAS (See page 7 & 8.)	_____
9. Secure & store background clearances with Castle Branch. (See pages 9 & 10.)	_____
10. Maintain Good Academic Standing (2.0 GPA) at the College at all times. (See page 11.)	_____
11. Be in compliance and in good standing with the College's Code of Conduct at all times. (See page 11.)	_____
12. Photocopy an approved Proof of Residency for petitioning file. (See page 12.)	_____
13. Make photocopies of all pertinent documents for your personal records.	_____
14. Submit your petition. (See pages 12 and 18.)	_____

? QUESTIONS ?

Please direct questions regarding the *admissions process* to:

Nancy Wheeler, Assistant Director of Admissions
 Phone: 610-359-5005
 Email: nwheeler@dccc.edu (best method)

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

Patti L. Curran, Respiratory Therapy Program Director
 Phone: 610-447-2440
 Email: patti.curran@crozer.org



Respiratory Therapy Petition FALL 2021

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

Applicants will only be offered an available seat in the program or be assigned to the wait list once **all admission requirements have been completed and submitted**. Applicants are admitted on a **first come, first qualified basis**. See page 12, Requirement #13, for specific directions regarding the required documents needed to properly petition.

This petitioning form and documents are to be emailed to: petitioning@dccc.edu

Student ID # P00_____

Legal Name: _____
Last First Middle

Maiden Name: _____
_____ Last

Legal Address: Street Address _____
City _____ State _____ ZIP _____

Primary Phone #: _____ Alternative Phone: _____

Primary Email: _____

DCCC Email: _____

Please answer the following questions:

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

No Yes - indicate year: _____

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

2. Please indicate:

High school graduate GED certification International Evaluation

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

Signature of Petitioner

Date