



ADMISSIONS PROCEDURE RESPIRATORY CARE

I. ADMISSION PROCEDURES

A. The following items must be completed and be part of your student records at North Central State College before acceptance to the program can be determined. Explanations of each item follow:

1. Application to the College.
2. Counseling session with a Respiratory Care faculty member.
3. Official copy of high school transcript or GED.
4. MTH 103 (grade of C minus or above) or qualifying COMPASS/ACT scores.
Effective January 2, 2007, high school algebra no longer meets the math requirement.
5. High school chemistry (grade of C minus or above) or equivalent.
6. HOBET scores.
7. Clinical shadow experience.
8. Special Application to Respiratory Care Program. **Must be completed by the last Friday in March to be considered for the following incoming class.**

Note: An acceptable health physical and verification of immunizations/immunities and an acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening is required in order to enter the technical (RES) course sequence.

B. Explanation

1. Application to the College. The general application to North Central State must be completed and submitted to the Admissions Office. A letter of acceptance to the College will be forthcoming. Re-entering students will need to update their application to the college.
2. Counseling session with a Respiratory Care faculty member. The student must arrange to meet with one of the faculty members of the Respiratory Care Program. To schedule this meeting, call (419) 755-4891. After completion of the counseling session, the candidate must submit the *Verification of Counseling* form to the Health and Public Service Office, Room 201 of the Health Sciences Center.
3. High school transcript or GED. An official copy of your high school transcript or GED must be submitted to the Student Records Office. The transcript needs to be ordered by you directly from your high school either in person or by using North Central State's Transcript Request form. High school seniors must submit an official partial high school transcript with the final transcript on file with the College by June 15.

If you received your GED, those scores must be submitted with the following standards:

- Minimum score of 35 on each standard test.
- Minimum composite score of 45 on all five tests.

4. MTH 103 Introduction to Algebra. You must complete one of the following:
 - Complete MTH 103 Introduction to Algebra with a C- or better grade, or transfer credit. A grade of C- or transfer credit in a higher lever math course (such as MTH121, MTH130, MTH131 or MTH140) will also meet this requirement.
 - Complete the COMPASS Assessment test with a Numerical Score (NU) of 61 or higher and an Algebra Score (AL) or 31 or higher.
 - Complete the ACT test with a Math score of 21 or higher.
5. High school Chemistry. You must have completed one unit of high school chemistry or the equivalent with a "C minus" or better grade.

NOTE: North Central State's CHE 100 - Introductory Chemistry can be taken to meet this criteria. The student must receive a grade of C- or better in this course.

6. Health Occupations Basic Entrance Test (HOBET). All students are required to take the HOBET. The minimum acceptable Composite Percentage Score (Combined Math and Reading) is 60%.

Applicants may retake the HOBET as often as they wish. It is suggested they allow at least three (3) months between testing. Academic classes may be taken during the three month interval as a means to improve the test score. Students who wish to prepare for this examination should refer to the NET or HOBET Study Guide available in the bookstore, library, and Student Success Center. For more information and test dates, contact the Student Success Center, or visit <http://www.ncstatecollege.edu/studentsvcs/SSC/NET.htm>.

Note: The HOBET test is the same as the NET (Nursing Entrance Test). If you have already taken the NET test, those scores will substitute with the same minimum acceptable score.

7. Hospital Verification Form. The student must make arrangements with the Program Director (419-755-4891) to set up a shadow experience with a clinical instructor. The student will spend one entire clinical day with a North Central State College instructor at one of the clinical sites. Hospital sites will vary from quarter to quarter, and the prospective student must be prepared to travel to Columbus and other area community hospitals. The student will document their participation of this experience with the *Hospital Verification Form* which must be signed by the NC State clinical faculty. The completed form must be returned to the Health and Public Service Office, Room 201 of the Health Sciences Center.
8. Special Application to the Respiratory Care Program. Once the above requirements have been met, (and qualifying grades, scores, etc. are on file), the student can complete the Special Application to the Respiratory Care Program. This is not the same as the application for admission to the College. This special application is available in the Health and Public Service Office, Room 201 of the Health Sciences Center, and must be completed there. It cannot be mailed to the student, or completed online.

High school seniors applying to the program who will be graduating in the spring of the entering year may complete the special application to the program provided all the above requirements have been met and an official partial high school transcript is on file in the Student Records Office.

The Special Application to the Respiratory Care Program must be completed no later than the last Friday in March of each year. Students who do not complete the Special Application to the Respiratory Care Program before the last Friday in March will not be added to the application pool until the following year.

These pre-requisites are reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31st of the previous academic year.

IMPORTANT: It is the student's responsibility to notify the Student Records Office of any change of address and/or telephone number. Failure to do so could result in the student not receiving important communications. This, in turn, could result in the student's name being deleted from the application pool because of non-response to letters and telephone calls.

C. Pre-Respiratory

Students who desire acceptance to the Respiratory Care program will be first accepted as pre-respiratory students. This status neither implies nor guarantees eventual acceptance into the Respiratory Care program. Pre-respiratory students may register for RES 101, developmental, general, and basic courses only. **Students must complete all required developmental reading and writing course work (as identified by COMPASS test: classes that need to be completed before taking ENG101) and have a 2.0 GPA to begin the first quarter in the Respiratory Care program.**

II. ACCEPTANCE

- A. Students initially accepted into the program for the upcoming fall quarter class will receive an official acceptance letter and must respond within the deadline noted in the letter. The student can indicate that they accept the position in the class and will begin, cannot start this year but wish to remain in the

application pool (defer), or are no longer interested in the Respiratory Care Program. A student can defer a maximum of three (3) times. After the third deferral, you must accept your next appointment into the Respiratory Care program or you will be removed from the application pool. Once removed from the application pool, you are required to meet current admission criterion and reapply to be placed back in the application pool.

Students who are not selected to enter the Respiratory Care Program, who wish to remain in the application pool for the following year, must inform the Health and Public Service office no later than **January 2nd**.

- B. Only students who meet the preceding qualifications are eligible for acceptance into the Respiratory Care program. Once students meet the requirements and complete the Special Application to the Respiratory Care Program they are placed in an application pool that is ranked according to the date/time of completion of the Special Application. Once the selection process begins for a new class, 25% of the positions in the class will be accepted from the date/time list.
- C. The remaining candidates in the applicant pool will be considered for enrollment into the program based upon a total of points earned in a point-based system. Points are awarded in the following categories:
1. North Central State College GPA (minimum of 12 credit hours), OR High School GPA

3.5 – 4.0	10 points
3.0 – 3.49	8 points
2.5 – 2.99	6 points
2.0 – 2.49	4 points
1.99 or lower	0 points

If the candidate is a high school senior, the GPA as of February 1st will be used. If the candidate is a high school graduate, but has not attended college, or has earned less than 12 college credits, the high school GPA will be used.

2. HOBET Score

The actual composite percentage on the HOBET test will be calculated into the total points accumulated by the candidate. (example: a HOBET score of 63 earns 63 points)

3. Course Completion

The college student will earn 3 points for each of the following courses successfully completed with C- or higher grade: BIO 121, BIO 122, BIO 155, PHY 114, CHE 110 and MTH 121.

The high school student will earn 3 points for each of the following courses successfully completed with a C- or higher grade: Algebra II, Physiology, Physics, Calculus, and successful completion of a health Tech Prep curriculum.

Applicants are then ranked on total points achieved. The remaining 75% positions in the class will be filled from this list. In the event of a tie, as a result of the ranking, the date of the student's most recent and current application to the College will be used.

All updates to the Application must be done by **the last Friday in March**. This includes completion of a course, an update to the Health Occupation Basic Entrance Test (HOBET) score, and complete evaluation of all college transcripts for transfer credit. **Transcripts from another college can take up to 30 days to be evaluated before transfer credit is awarded.** Any updates after March 30th will not be considered in the selection of the class for that year.

If there are two or more candidates who have the same number of points accumulated, and a decision must be made for acceptance into the program, the deciding factor will be based upon the candidate's date of the Special Application for Respiratory Care. The candidate with the earliest date on the special application will be accepted into the program.

This procedure is reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31st of the previous year.

- D. Success as a Respiratory Care student depends on many variables. Among them are academic ability and certain technical abilities or competencies. An applicant for Respiratory Care must have the abilities and skills necessary for the practice of respiratory care. These skills and abilities include observation, communication and motor abilities. Technological compensation can be made for some handicaps in certain areas, but an applicant should be able to perform in a reasonably independent manner. An applicant must possess the emotional health required for full utilization of his/her intellectual abilities. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress.

The above is not intended to discriminate against persons who have physical handicaps that limit their ability to perform these tasks in an adequate manner. This policy protects and insures the safety of both the applicant and his/her clients.

- E. Upon graduation from the Respiratory Care Program, students are eligible to take the entry-level credentialing examination administered by the National Board of Respiratory Care (NBRC). Upon successful completion of this examination, the candidate earns the Certified Respiratory Therapy Technician (CRTT) credential. This same examination also qualifies the candidate for a license granted by the Ohio Respiratory Care Board.

The Board may not approve applications for license by those persons who have been convicted of a felony, or convicted of an offense involving moral turpitude. According to the American Registry of Respiratory Care Technologists, candidates must be of good moral character. Generally, the conviction of either a felony, or any offense, misdemeanor or felony involving moral turpitude indicates a lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for registration if they have served their entire sentence, including probation and parole, and have had their civil rights restored.

- F. Graduates who have obtained the CRTT credential are eligible to take the advanced practitioner examinations administered by the NBRC. Successful completion of these examinations earns the Registered Respiratory Therapist (RRT) credential.

III. **PHYSICAL EXAMINATION/UNIFORM**

Students accepted into the Respiratory Care Program will receive physical examination materials from the department. All students must complete and pass a physical examination, and receive required immunizations to be admitted to clinical courses. This must be completed by August 15 of the entering year. Students are also required to purchase a lab coat, two pairs of scrubs, protective eyewear, and a stethoscope. The cost for this is approximately \$150. Copies of the physical examination and uniform requirements can also be obtained from any of the program faculty.

IV. **CARDIOPULMONARY RESUSCITATION**

All entering students must be certified in C.P.R. as a Health Care Provider. Current certification must be maintained throughout the program. This certification can be obtained through the American Heart Association.

V. **ACADEMIC YEAR AND SCHEDULES**

A new class starts in the Fall Quarter of each year. Lecture and demonstrations are given at the College. Clinical experience which is concurrent with classes, may be scheduled at MedCentral Mansfield Hospital, Fisher-Titus Medical Center, Marion General Hospital, Cleveland Metro Health, The Ohio State University Hospitals, Grant Medical Center, Nationwide Children's Hospital, Cleveland Clinic, Wooster Community Hospital, Samaritan Hospital, Mount Carmel Health Systems, and/or other facilities.

The college will make the final decision as to student clinical assignments. Students must be able to provide their own transportation.

VI. ACADEMIC STANDARDS

Pre-respiratory students must earn a minimum grade of C- or higher grade in the following courses: BIO 121, BIO 122, BIO 155*, CHE 110*, MTH 121 and PHY 114*) in order to progress to the next course in the sequence. Students earning less than C- may elect to repeat the course. Respiratory Care students receiving less than C- grade in one of the above courses cannot progress to the next quarter in their respiratory clinical sequence.

*Applies only if taken in or after Fall 1998

Any Respiratory Care student receiving a grade of less than C- in respiratory (RES) courses cannot progress in the Respiratory Care Program or meet graduation requirements. To proceed in the Respiratory Care Program, the student will require re-entering the program at a later date either as an advanced standing student or starting the Respiratory Care Program from the beginning.

VII. LIABILITY INSURANCE

Each student must carry liability insurance which must be in effect the entire time the student is enrolled. This insurance is purchased through the school at the time of registration.

VIII. TRANSFER OR RETURNING STUDENTS

Returning and transfer students must meet the criteria established by the Respiratory Care Department. The criteria and procedure for admission with advanced standing is in the program handbook. A copy of the handbook is available in the Admissions Office for review. Transfer or returning students must have a 2.50 grade point average for initial acceptance by the Respiratory Care Department. A student who does not meet this requirement may take Respiratory Care related courses as a Pre-Respiratory student to achieve this average, thus making him/her eligible for submitting an application to the Respiratory Care Program. In addition, persons desiring to transfer or to re-enter the Respiratory Care program must do the following:

- A. Contact the Admissions Office at least two months before the start of the quarter you wish to enter to complete or update an application.
- B. Transfer students must have an official transcript of their previously completed college courses evaluated. Contact the Student Records Office to begin the process. You may need to also provide descriptions of your previously completed courses and you should also be aware of deadline dates in the College catalog for transcript evaluations.
- C. Transfer students previously enrolled in another Respiratory Care Program must submit a "Letter of Reference" from the Transfer Program's Program Director, along with their Advance Standing Application. Transfer students previously enrolled in another Respiratory Care Program must submit a paper why they wish to transfer to N.C. State Respiratory Care Program.
- D. Complete the Health Sciences Re-Entry Form. This is available in the Student Records Office. Your file will be sent to the Program Director of the Respiratory Care Program prior to your interview.
- E. Once your file has been evaluated, you will be notified of the results.
- F. Update your previous physical examination, vaccination, and PPD materials if you are a former North Central State student. If you are a transfer student, you will need to have a complete physical examination submitted prior to the first day of the quarter. Failure to follow through on this procedure will mean that you will not be accepted into the Respiratory Care course sequence.
- G. Admission is based on available space in the program and satisfactory completion of this procedure.
- H. Acceptance to the second year of the Respiratory Care Program (advanced standing) may be granted if the applicant meets the following requirements:
 1. Completes the application process as outlined in the admission procedure

2. Is a graduate of an approved one-year Respiratory Therapy Technician program. (Each transcript will be evaluated individually.)
3. Has worked as a full-time Respiratory Therapy Technician for at least six (6) months of the twelve (12) months prior to admission, or for at least two (2) years of the last three (3) years prior to admission; or has worked at least 16 to 20 hours per week as a Respiratory Therapy Technician for the past two (2) years prior to admission.
4. Space is available to admit student to the current class.
5. If the student fails to return to the program within one (1) year after being dismissed, the student will not qualify for ADVANCED STANDING and must start the Respiratory Care Program from the beginning of the curriculum.

IX. **IMPORTANT DATES**

February 28th – Recommended deadline for transfer credit request

Last Friday in March – Deadline for Special Application for Respiratory Care

Last Friday in March – Deadline for all updates (GPA, classes completed, HOBET) to application

X. **CONTACT FOR ADDITIONAL INFORMATION**

North Central State College Admissions
419-755-4761

Financial Aid Department
419-755-4899

Student Success Center
419-755-4764

Health and Public Service Office
419-755-5635

North Central State College
Verification of Counseling Session with Program Faculty for Admission to the
Respiratory Care Program

_____, SS# _____, has completed a counseling session with me. I have discussed the field of Respiratory Care to include: salary expectations, employment opportunities, national credentialing requirements, and North Central State College's Respiratory Care Program to include: program content, outcomes, curriculum, academic expectations, health care physical requirements, and clinical travel.

DATE: _____

Program Faculty

North Central State College
Verification of Clinical Shadow Experience with Program Faculty for Admission to the
Respiratory Care Program

_____, SS# _____, has

completed a Clinical Shadow Experience at _____.

Name of Hospital

DATE: _____

Program Faculty