

Effective 1/1/18 to 12/30/18

**OHLONE COLLEGE  
APPLICATION FOR ADMISSION TO  
THE RESPIRATORY THERAPIST  
PROGRAM  
ASSOCIATE DEGREE PROGRAM**

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## **ATTENTION POTENTIAL APPLICANTS FOR FALL 2018: PRE-REQUISITE INFORMATION**

1. All prerequisite courses associated with the Respiratory Therapist Program must be completed prior to beginning the program. Transcripts with documented course completion OR proof of enrollment\* must be submitted with this application. Updated course requirement listings are on the Ohlone.edu website on the Respiratory Therapist page.
2. The prerequisite courses required prior to entrance to the RT Program include:
  - a. Anatomy
  - b. Physiology
  - c. Chemistry
  - d. Microbiology
  - e. Physics
  - f. Algebra II or equivalent
  - g. Developmental Psychology
3. Complete Ohlone College Reading Comprehension Placement test **PRIOR** to submitting your application. **ALL** applicants must complete this requirement **UNLESS** you have previously completed **ENG163** at Ohlone College. **NO OTHER EXCEPTIONS WILL BE GRANTED.**
4. For this application year prerequisite courses may be “in progress” during the Spring Semester/Quarter as long as the appropriate documentation is provided.

\* If applicant is registered in an ongoing course, the “Grade in Progress” form will need to be submitted after the first major exam. Final transcripts demonstrating a “C” or better will also need to be submitted after the course is completed.

## I. GENERAL INFORMATION

### 1.0 WHAT IS A RESPIRATORY THERAPIST?

- 1.1 The Respiratory Therapist is an allied health care specialist in the diagnosis, treatment, management and care of persons with cardiopulmonary (heart and lung) abnormalities and disorders. Therapists are employed by hospitals and clinics, home care agencies, subacute care agencies, specialized cardiopulmonary laboratories, or in education and industry. There is a documented shortage of respiratory therapists throughout the United States, at the present time.

### 2.0 ACCREDITATION AND LICENSING

- 2.1 The Respiratory Therapy Program at Ohlone is nationally accredited through the Commission on Accreditation for Respiratory Care (COARC).
- 2.2 Therapists are licensed by the State of California as **Respiratory Care Practitioners (RCP)**. Upon successful completion of the Advanced Practitioner Examination System of the National Board for Respiratory Care (NBRC), they become Registered Respiratory Therapists (RRT). **ALL GRADUATES ARE REQUIRED TO COMPLETE THE RRT LEVEL CREDENTIAL IN ORDER TO BECOME LICENSED IN THE STATE OF CA AS OF JANUARY 1, 2015.**

### 3.0 HOW LONG WILL IT TAKE TO COMPLETE THIS PROGRAM?

- 3.1 The Respiratory Therapist Program requires two years of study. This is a full time commitment. There is no part-time option in this program. Applicants should be aware that there are required orientations/activities that will be scheduled outside of normal classroom hours. If an applicant works they will need to be available for all of these sessions. Full time employment is not possible during the program.
- 3.2 The program enrolls FULL-TIME students who are able to complete all of their course work in a two-year period. There is one January Clinical Rotation, which is held during the Winter Break between the first and second year of the program.

### 4.0 WHERE ARE CLASSES HELD?

- 4.1 All students enrolled attend classes **primarily** at Ohlone College in Newark. At times some classes **may** be held at Diablo Valley College in Pleasant Hill, and at San Ramon Valley Center (SRVC) in San Ramon, in addition to East Bay (Alameda and Contra Costa County) and some South Bay (Santa Clara County) hospitals. As some of these classes may be held at each

location; students entering the program must be prepared to be present for classes at the scheduled site.

## **5.0 WHAT DEGREE WILL BE GRANTED?**

- 5.1 In order to become eligible to meet California state licensing requirements for entry into practice as a “**Respiratory Care Practitioner**,” all students in the program must earn the Associate in Science Degree in Respiratory Therapy from Ohlone College. A transcript indicating that all requirements have been met for the AS degree in Respiratory Therapy will be presented to the California State Licensing Board for Respiratory Care Practitioners.

## **6.0 WHAT ARE THE COSTS TO ATTEND THE PROGRAM?**

### **6.1 Program Costs:**

**Note:** Students pay enrollment fees at the college where they are electing units. All Ohlone Respiratory Therapy course enrollment fees are paid to Ohlone College. Fees for Diablo Valley College (DVC) courses are paid to DVC. Students must check current California Community College Enrollment fees each semester via college websites. Following is the link for Ohlone’s website <http://www.ohlone.edu/>

- a. **STUDENT HEALTH SERVICE** — Check current fees with Ohlone College Admissions & Records Office. Additionally, students enrolled in Health Science Division Courses at Ohlone must pay a one-time fee to include evaluation of the Health Information. This is required prior to assigned clinical rotations in the program.
- b. **BACKGROUND CHECK/DRUG SCREEN COSTS**  
Students in the Health Sciences Division must undergo a required background check and mandatory drug screening in order to complete the entrance requirements for the program. Information on current costs for this service will be provided to those students accepted into the program.
- c. **BOOKS AND SOFTWARE PROGRAM COSTS:**  
You will spend about \$250 per semester (\$800 - \$1200 for the first semester) on textbooks. All of the books purchased in the first semester will be used throughout the program. Additional books are required, course-by-course each semester. All students are expected to have reliable computer access, as all communications and course syllabi are delivered online. Additionally some courses are held online during the program.
- d. **Other Costs:**

- Costs for Pre-entrance health exams, titers and immunizations. (Students will be given information in the Acceptance Packet.)
- Uniform Costs – varies
- Transportation – varies
- Miscellaneous Supplies – \$150 (students will be expected to purchase lab supplies prior to the first week of the program)
- National Self-Assessment Exams (3 required in year II of program – approximately \$200)
- Application for California License to Practice (final semester) approximately \$200. Check current fees at <http://www.rcb.ca.gov/>
- Student membership in professional organizations – approximately \$100
- Seminars and Professional Events (student rates) – \$75 - \$300 (by individual event)
- School Pin (presented at graduation) – \$40-100 depends on quality of pin chosen by each individual graduate
- Additional costs as assigned within program guidelines.

## **7.0 WHAT ARE THE PREREQUISITES?**

### **PRE-REQUISITE COURSES:**

#### **A. ENGLISH**

1. Completion of English 101A at Ohlone (Take college placement test if you have not completed any college English courses.)  
OR
2. Complete English 122 at DVC  
OR
3. Equivalent course at other college or university.

#### **B. ALGEBRA**

1. Complete MATH 155 or other Intermediate Algebra OR college math course higher than Intermediate Algebra to meet new California Community College math requirement.  
OR
2. Complete MATH 120 at DVC  
OR
3. Equivalent course at other college or university.

#### **C. CHEMISTRY**

1. Complete CHEM 106A or CHEM 109 at Ohlone.  
OR
2. Complete CHEM 108 at DVC  
OR
3. Equivalent course at other college or university.

D. ANATOMY & PHYSIOLOGY

1. Completion of a yearlong sequence of Anatomy & Physiology courses at the time of application to program. (Biology 103A or 103B at Ohlone).  
OR
2. Complete BIOSCI 139, 140 at DVC  
OR
3. Complete equivalent course at another college or university.

E. MICROBIOLOGY

1. Complete Biology 106 at Ohlone.  
OR
2. Complete Biology 119 or 146 at DVC  
OR
3. Complete equivalent course at another college or university.

F. PHYSICS

1. Complete Physics 108 at Ohlone.  
OR
2. Complete Physics 110 at DVC  
OR
3. Complete equivalent course at another college or university.

G. Willingness and Ability to complete required Respiratory Therapist Program online courses. Students entering the program must have appropriate computer access, as a number of the program requirements will only be offered online.

**8.0 WHAT ELSE IS RECOMMENDED?**

- 8.1 Applicants are now required to take all prerequisite courses in advance of enrolling in the program.
- 8.2 Other highly recommended courses, which will enhance students' ability to be successful in the Respiratory Therapist Program:  
Speech  
Computer Science  
Medical Terminology  
EKG  
Phlebotomy  
\*These courses are not required for admission.
- 8.3 It is an advantage to students to complete as many general education requirements for the Associate degree prior to entering the program. The necessity of completing general education requirements along with Respiratory Therapist coursework places limitations on your schedule and personal time. The Associate Degree is required by the Respiratory Care Board of California for all persons

applying for a license to practice in California, and is also required for entering into the National Board for Respiratory Care Examination Systems. No Associate in Science degree in Respiratory Therapy shall be issued by Ohlone College without verification that all requirements for this degree have been met. It is required that you obtain an evaluation of your academic record by a counselor early in your course of study to verify courses that you will need to complete prior to graduation. We will arrange these evaluations once you are accepted.

## **9.0 HOW DO I APPLY TO THE PROGRAM?**

### **Application Process**

- 9.1 Meet or currently be enrolled in the minimum academic requirements to submit an application to the RT Program (English, Algebra, Chemistry, Physics, Microbiology, and Anatomy & Physiology) by the Spring Semester prior to the Fall Semester in which admission is sought.
- 9.2 Complete the program application that is part of this packet.
- 9.3 Submit the following **WITH** your Application:
  - a. 2 Official copies of ALL transcripts demonstrating previous academic work. **NO ONE IS ADMITTED WITHOUT OFFICIAL TRANSCRIPTS IN THEIR OHLONE COLLEGE FILE PRIOR TO THE FIRST MEETING OF THE CLASS IN FALL SEMESTER. NO EXCEPTIONS.**
  - b. All transcripts should be ordered to be mailed to the applicants home and included in an envelope with the application. **DO NOT MAIL TRANSCRIPTS DIRECTLY TO OHLONE.**

**Please Note: Transcripts from foreign countries will not be considered unless they have been translated and evaluated by an evaluation service acceptable to the Ohlone College Admissions and Records Office. This must be completed as part of the Application Process. Once the evaluation has been completed, students must meet with an Ohlone College counselor to discuss any remaining requirements for graduation. All prerequisite coursework must be completed in an accredited US Institution. Non-prerequisite coursework is admissible for application towards the AS Degree requirements.**

**Information regarding foreign transcript evaluation services is available through the Ohlone College Admissions and Records Office and is posted on the college website.**

- b. In-Progress Grade Verifications. If you are currently enrolled in English, Algebra, Chemistry, or any science course which is part of the RT Program (See Section 7 above), you must submit a copy of the In-Progress



Grade Verification Form (in this packet) to each of your current instructors, along with a stamped envelope addressed to:

**Respiratory Therapist Program  
Ohlone College  
39399 Cherry St.  
Newark, CA 94560**

- c. Applications are accepted until the program is filled. The filing period may be reopened if there is space available.
- d. **NO APPLICATION WILL BE ACTED UPON UNTIL ALL REQUIRED MATERIALS ARE RECEIVED AS ONE COMPLETE PACKET. ALL REQUIRED DOCUMENTS (INCLUDING TRANSCRIPTS) MUST ACCOMPANY THE APPLICATION. DO NOT HAVE TRANSCRIPTS SENT DIRECTLY TO OHLONE. INCOMPLETE APPLICATIONS WILL BE REJECTED. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT A COMPLETED APPLICATION (ALL SECTIONS FILLED OUT) AND ALL REQUIRED MATERIALS. FALSIFICATION OF ANY INFORMATION PROVIDED IS CONSIDERED GROUNDS FOR NONACCEPTANCE OR DISMISSAL FROM THE PROGRAM.**

## **10.0 HOW ARE PERSONS SELECTED FOR THIS PROGRAM?**

- 10.1 Applications will be reviewed to verify information. The program selects approximately 22 students each year. The specific number each year is dependent upon clinical placements, which may vary in availability from year to year, and program staffing needs.
- 10.2 If there are more qualified applicants than there are spaces available, a lottery will be conducted to admit students. Please Note: The Respiratory Care Board requires that all program graduates earn at least a “C” or better in all work attempted in the curriculum upon which the degree is based including a grade of “C” or better in each RT or related course and any prerequisite course. Both the Respiratory Care Board of California and the National Board for Respiratory Care require an Associate Degree for entry to practice. No degree will be issued without meeting the Ohlone College requirements for the Associate Degree. General Education and Science courses from DVC will transfer to Ohlone College for the AS degree. A Health Sciences counselor will review science courses that students desire to transfer from other colleges and universities. You may be asked to provide course descriptions and/or other documentation.

## **11.0 REQUIREMENTS FOR ENROLLMENT IN THE RESPIRATORY THERAPIST PROGRAM (IF ACCEPTED)**

- 11.1 Submission of a completed Health Sciences Division Health Examination form along with the Evaluation fee prior to the start of classes in the Fall. **These forms will be provided upon acceptance to the program. Annual renewal of 2-Step Negative TB Skin Test or Chest x-ray is required of all students in the program.** Please note that health exams, required titers and immunizations are costly.
- 11.2 In accordance with Regulations of the Respiratory Care Board of the State of California, if you have been convicted of any offense other than a minor traffic violation, you may not qualify to be licensed as a Respiratory Care Practitioner. If you have any questions regarding this matter, please contact:

Respiratory Care Board of California  
3750 Rosin Court, Suite 100  
Sacramento, CA 95834  
Ph: (916) 999-2190  
Fax: (916) 263-7311  
E-Mail: [rcbinfo@dca.ca.gov](mailto:rcbinfo@dca.ca.gov)  
Website: [www.rcb.ca.gov](http://www.rcb.ca.gov)

**NOTE: Respiratory Care Practitioners must be licensed in the State of California. Any conviction related to alcohol, drugs, or felonies may preclude you from obtaining a Respiratory Care license. Clinical facilities reserve the right to reject a student for clinical placement if that student does not present a “clear” background check.**

**II. APPLICATION FOR ADMISSION FOR ALL APPLICANTS – SEE NEXT PAGE**

**OHLONE COLLEGE / DIABLO VALLEY COLLEGE  
APPLICATION TO COOPERATIVE 2-YEAR  
RESPIRATORY THERAPIST PROGRAM (Academic Years 2018-2020)**

APPLICANT NAME: \_\_\_\_\_ Ohlone Student ID # \_\_\_\_\_

PREVIOUS (OR MAIDEN NAME(S)) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PHONE: Home (    ) \_\_\_\_\_ Cell (    ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Course	Completed	Currently In Progress	Have Not Taken	Name of College where course was/is being taken
English				
Algebra				
Chemistry				
Anatomy/Physiology				
Physics				
Microbiology				

It is required that you complete these courses **prior** to entering the program.

**\*\* Include 2 OFFICIAL** copies of your transcripts with this application upon submission. Refer to Section 9.3 of Application Information Packet regarding transcripts from foreign countries.

Please answer the following questions:

1. Have you previously attended another Respiratory Therapy program? \_\_\_\_ yes \_\_\_\_ no  
 If yes, state where and when. \_\_\_\_\_
  
2. Have you previously been enrolled in another healthcare program? \_\_\_\_ yes \_\_\_\_ no  
 If yes, state what kind of program. \_\_\_\_\_  
 (Students who wish to transfer from another RT Program must meet in advance with the Program Director).
  
3. How did you learn about the Ohlone College Respiratory Therapist Program?  
 \_\_\_\_\_



**LIST ALL COLLEGES ATTENDED**

(Applicants who fail to disclose current or previous enrollment in college/university/health care training programs are subject to disqualification from the RT Program admissions process.)

- | NAME OF COLLEGE   | DATES ATTENDED    | TRANSCRIPT ENCLOSED (Yes/No) |
|---|-------------------|------------------------------|
| 1.  |                   |                              |
| 2.  |                   |                              |
| 3.  |                   |                              |
| 4.  |                   |                              |
| 5.  |                   |                              |
| 1. Have you completed an A.A./A.S. degree:?                             | NO ____ YES ____  | WHERE _____                  |
| 2. Have you completed a B.A./B.S. degree?                               | NO ____ YES ____  | WHERE _____                  |
| 3. Have you completed a Graduate degree?                                | NO ____ YES ____  | WHERE _____                  |
| 4. Did you attend or are you currently attending Diablo Valley College? | NO _____ YES ____ |                              |
| 5. Please read and sign the following statement:                        |                   |                              |

I verify that the information I have provided in this application is true and complete, and I understand that false information may result in my dismissal from the program.

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Signature and Date

**MAIL OR HAND CARRY the completed APPLICATION TO:**

**Respiratory Therapist Program Application  
Ohlone College Newark Center  
39399 Cherry Street  
Newark, CA 94560**

**Note: If you choose to hand carry the application to our office, please drop it off in the silver drop box, located outside behind the Health Sciences Division Office, near the stairs, no sooner than January 2<sup>nd</sup> and no later than April 2<sup>nd</sup>.**

## IN-PROGRESS GRADE VERIFICATION FORM

(Copy this form and give it to instructors of science or prerequisite courses.)  
Respiratory Therapist Program Applicant

OHLONE COLLEGE/DIABLO VALLEY COLLEGE  
Cooperative Respiratory Therapist Program

\_\_\_\_\_ is enrolled in:  
(Student's Name)

(Course No.) \_\_\_\_\_ (Course Title) \_\_\_\_\_ (Units) \_\_\_\_\_

with an in-progress grade of \_\_\_\_\_.

(Name of College) \_\_\_\_\_

(Date) \_\_\_\_\_

(Instructor's Signature) \_\_\_\_\_

Instructor's comment (optional) \_\_\_\_\_

**INSTRUCTOR:** Please delay completion of form until student has completed at least one exam (or other graded major assignment.) Student must give you an envelope with form. **Please seal envelope and write your initials over the seal.**

### STUDENT APPLICANT:

Mail or hand carry to:

**Respiratory Therapist Program  
Ohlone College  
39399 Cherry St.  
Newark, CA 94560**

**OHLONE COLLEGE/DIABLO VALLEY COLLEGE  
RESPIRATORY THERAPIST PROGRAM  
APPLICANT'S CHECKLIST**

For your convenience, we are enclosing this checklist for you to keep track of your progress in completing the application requirements; **RETAIN THIS FORM FOR YOUR RECORDS.**  
DATE Application was sent to Ohlone College \_\_\_\_\_

Courses you need In-Progress Grades for (You may copy this In-Progress Grade Form. Please submit to your instructor with an envelope that can be sealed.) List those instructors to whom you gave an "In-Progress Grade form".

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

\_\_\_\_\_ RT APPLICATION

\_\_\_\_\_ 2 OFFICIAL TRANSCRIPTS OF EACH COLLEGE ATTENDED

Applications are **NOT REVIEWED** without transcripts included with the application form. Transcripts **MUST** be submitted with the application. **DO NOT** have transcripts sent directly to Ohlone College.

\_\_\_\_\_ All Questions Answered Completely.

\_\_\_\_\_ Signed, Dated Application.