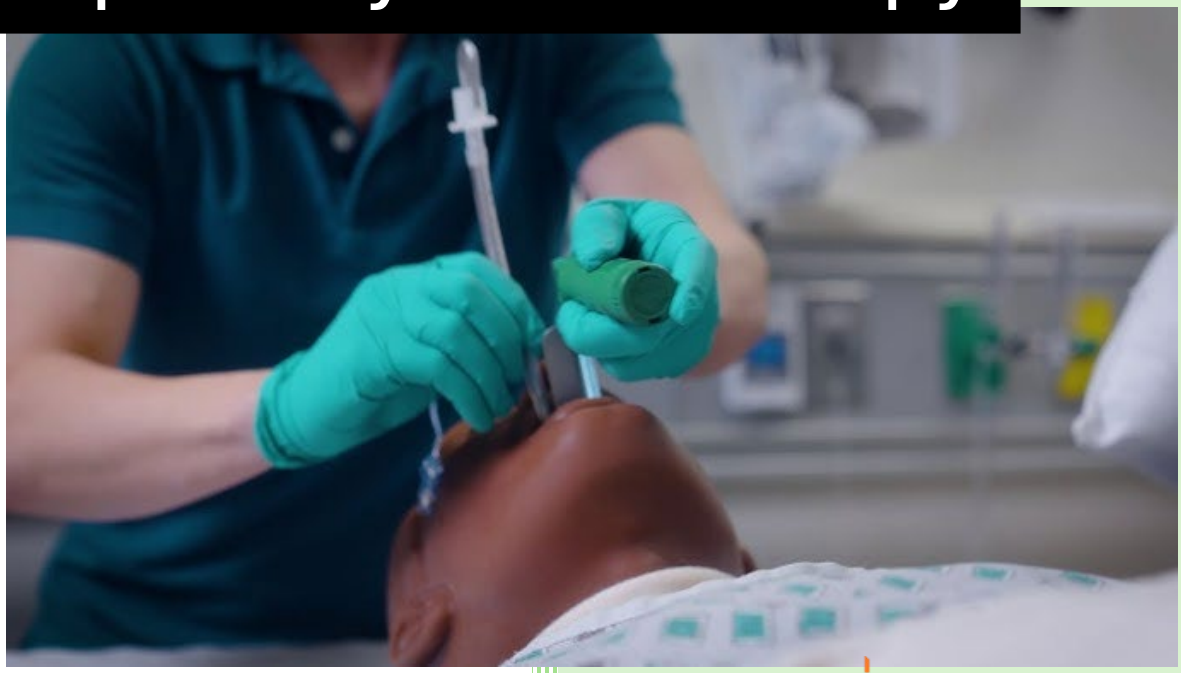
2026-2027

SHP Admission Packet Respiratory Care Therapy



CCBC
SCHOOL OF HEALTH PROFESSIONS

www.ccbcmd.edu/shp

2026-2027

School of Health Professions (SHP)

Program Application Checklist

1. **Apply to CCBC**
   ☐ Complete the free CCBC application: Apply to CCBC

2. **Submit**
   ☐ Submit official transcripts/score reports to CCBC Registrar

   ☐ Follow this link for more details: Next Steps

3. **Complete**
   ☐ If you have transcripts from other colleges, complete the Transfer Evaluation Request form. Go to Transfer to CCBC, click on "Next Steps," and then click on "Transfer Evaluation Request".

4. Review
   ☐ Review the Admission packet for your program

5. **Meet**
   ☐ Meet with a Health Professions Academic Advisor Meet with an Advisor

6. **Apply to the SHP CAS**
   ☐ Access SHP CAS: SHP CAS Login.
   ☐ Complete each section of the SHP CAS

   ☐ Send 2nd set of transcripts to SHP CAS directions in Academic History

   ☐ Submit the application with the non-refundable application fee by the program deadline

   For assistance:

   - Click the blue question mark in the bottom left corner of each page of the SHP CAS application
   - Email shpseat@ccbcmd.edu
   - Contact your Health Professions Academic Advisor
   - Attend a SHP CAS workshop, in person or via TEAMS. Check CCBC Events page

7. **Check**
   ☐ Log back into your SHP CAS application and click on the "Check Status" tab to ensure your application is marked as Verified/Complete for evaluation

8. **Monitor**
   ☐ Regularly check the email address used in your SHP CAS application for updates and notifications. Check SPAM folder.

9. **Confirm**
   ☐ Log into your *myCCBC* account then review your *SIMON Degree* Audit to confirm transcripts from other institutions have been received and evaluated

11. **Be Notified**

    ☐ Refer to your program admission packet for information about interview dates and admission decisions. Final decisions are emailed to applicants from SHP Admissions only.

Revised 9/2026

This checklist is designed to guide you through each step of the SHP selective admission process efficiently.

Links:

1. Apply for Admission https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html
2. Degree or Certificate Students https://www.ccbcmd.edu/For/Accepted-Students/pages/Degree-Certificate.html
3. Transfer to CCBC https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/Transfer-to-CCBC.html
4. Advising https://www.ccbcmd.edu/Student-Life/Student-Support/Advising/index.html
5. https://www.atitesting.com/teas
6. https://shp.cas.myliaison.com/applicant-ux/#/login
7. https://id.quicklaunch.io/CCBC

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Respiratory Care Therapy

Program Description

The Respiratory Care Therapy program has:

- Accredited Advanced Level Associate Degree Program
- Selective Admissions
- Excellent pass rate on credentialing exam
- Excellent job opportunities and placement rate of graduates
- Diverse clinical experiences
- Motivated and experienced faculty

The faculty are dedicated to helping students achieve their goals to become a Registered Respiratory Therapist. The program provides learning opportunities that are responsive and accessible to the diverse students that we serve.

The program has been in existence since 1980 and has an excellent reputation in the medical community. Our Respiratory Care Therapist program will provide you a great job at a good salary, an opportunity to help others, and a rewarding career for life.

Patricia Nolan, MEd, RRT
Program Director

Accreditation

The Respiratory Care Therapy program located on CCBC's Essex campus, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com) 264 Precision Blvd Telford, TN 37690 USA (817) 283-2835.

COARC accreditation allows for admission of 25 students annually, with a fall start.

Admissions Deadline

April 1st for a Fall start

Required Prerequisite Coursework

Prerequisites must be completed with a 'C' or better and must be completed by the end of the spring semester in which the admissions deadline falls. For best consideration, A's and B's in all courses should be obtained.

- ENGL 101
- BIOL 109 (or BIOL 220 and BIOL 221)
- CHEM 107

- CHEM 108
- RESP 101

General Education Requirements and Electives

Due to the rigor and time requirements of the respiratory therapy courses, it is highly recommended that all general education and program requirements be completed before beginning the program. Of the courses listed below, the more courses that a student completes with grades showing mastery, the better the student's chances of admission into the program. All courses must be completed with a C or better. Please refer to the suggested semester sequence at https://www.ccbcmd.edu/Programs-and-Courses-Finder/Program/respiratory-caretherapist.

- ENGL 102
- CMNS 101
- CSIT 120 (fulfills Diversity requirement)
- PSYC 101
- General Education Math Elective, MATH 125 or MATH 135 preferred

Minimum Admission Criteria

- Applicants must have a minimum grade of C or better in the required prerequisite, general education, and program courses required for the program.
- Applicants either must be in progress with or have completed required prerequisite courses by the application deadline.
- Applicants must have an overall GPA of 2.5 for all program requirements, general education courses, electives and prerequisites.
- Applicants must have a minimum CCBC GPA of 2.0 for any courses completed at CCBC.
- Grade of C or better in all pre-requisites and General Education courses.
- Signed Technical Standards form, uploaded into the SHP CAS application
- The CCBC School of Health Professions, Respiratory Therapy program has a minimum age requirement of 18 years old to enroll in the program starting with RESP 102. RESP 101 is a prerequisite that may be taken before the student is 18. These restrictions are in line with state laws and accreditation standards, which are determined independently from CCBC's control. We place high importance on adhering to these regulations to guarantee the excellence and reliability of our programs.

Application to the School of Health Professions (SHP) is a separate and competitive process from admission to CCBC. CCBC uses an outside vendor to manage the applications in the School of Health Professions Central Application Service (SHP CAS). The SHP CAS and CCBC are separate systems and do not share information. You must submit two applications and sets of transcripts, one to CCBC and one to SHP CAS. Send inquiries to shpseat@ccbcmd.edu.

The Respiratory Care Therapy program is selective and competitive. Highly qualified applicants who meet the minimum admission requirements may be invited for an interview. Applicants who have completed all or most of the general education courses will be more competitive.

Applicants who are already certified as polysomnographic (sleep) technologists and who completed a CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited program may be given additional admission consideration. You will have an opportunity to upload a copy of your certificate in the SHP CAS application.

Transfer of Credit

All applicants who are transferring to CCBC are encouraged to review their DegreeWorks audit for transferred credit with a Health Profession Pathways Academic Advisor, after submission of transcripts and the Transcript Evaluation Request form. Transfer to CCBC

As all respiratory therapy programs have unique sequencing of content offered in each ours, credit will not be given for any respiratory therapy courses completed in another program. All respiratory therapy courses (RESP) must be taken at CCBC.

Steps for Application

1. Apply for Admission to CCBC at https://www.ccbcmd.edu/Admission-and-Registration/Apply-for-Admission/index.html.
2. Participate in assessment testing, if necessary.
3. Complete prerequisite courses as necessary.
4. Once you have your CCBC Student ID number, log into https://shp.cas.myliaison.com/applicant-ux/#/login and apply to the **CCBC SHP RESPIRATORY CARE** program by the application deadline. The **non-refundable** $50 application fee is due at time of submission.
    a. If you need assistance with the program application, you can watch the Help videos in the application or, email the office at shpseat@ccbcmd.edu
    b. SHP CAS workshops are held monthly, check the Events page on the website
5. It is the sole responsibility of the student to ensure that all documents have been received or uploaded into the SHP CAS by the April 1st deadline.
6. Review all emails during the application process.
7. Qualified applicants will be invited to participate in an interview after the admission deadline.

TRANSCRIPTS

Official transcripts from ALL US colleges and universities attended by the applicant are required to be submitted to the SHP CAS and to the CCBC Registrar (for transfer of credit). Official AP and CLEP scores should be sent directly to the CCBC Registrar/Office of Enrollment Services. Do not send AP or CLEP scores to the SHP CAS.

Please read these instructions carefully. Transcripts should be sent to the SHP CAS Transcript Processing Center and to CCBC, 4 to 6 weeks prior to the application deadline. If the program that you are applying only requires an unofficial transcript sent to the SHP CAS, you must still submit Official Transcripts to CCBC for transfer of credit.

How to Send Transcripts to the SHP CAS

1. Enter your colleges or universities in the **Colleges Attended** section of the application before requesting any transcripts.
2. Click **ORDER** under each school you have listed.
3. You may choose to send the transcript electronically (recommended) or as a paper copy through the US Postal System. You only need to submit one transcript from each school regardless of the number of programs you are applying.
    - To Send an Electronic Transcript
        1. Choose one of the e-transcript services listed. CCBC uses Parchment. Search for the school that you attended. Complete the prompts to make an account. You will be asked where you would like the credential/transcript sent, type SHP CAS into the search bar.
        2. You will then be asked for the Application ID, this number is found in the 'Order Your Official Transcript' screen in the SHP CAS application, in Step 3. Copy and paste the number in the space on the e-transcript service page.
        3. Complete the form request by signing and paying for the transcript. You will receive a receipt that the transcript has been ordered.
    - To Send a Paper Copy Using the US Postal Service
        1. You can use the mail system to send paper copies of your Official Transcript. Click on the word 'Order', chose Option 2: Order a Mailed Paper Transcript. Click 'Download Transcript ID Form' and print the form. Contact the Registrar at each institution you attended and request one official transcript be sent to SHP CAS.
        2. Provide the Registrar with the following items:
            a. SHP CAS Transcript ID Form. Ask the Registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "SHP CAS" and your full SHP CAS ID number on the transcript before mailing it.
            b. Give the Registrar this mailing address: SHP CAS Transcript Processing Center

PO Box 9134

Watertown, MA 02471

How to Send Transcripts to the CCBC Registrar

Use this link to send your transcripts from all colleges attended, except CCBC, to CCBC Enrollment Services: Transfer to CCBC https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/Transfer-to-CCBC.html. Evaluation of your application will be delayed if you do not submit transcripts to the CCBC Registrar's Office.

Complete the Transcript Evaluation Request form in the 'Next Steps; drop down menu on the Transfer to CCBC webpage, the link is above.

How to Send CLEP, AP and/or International College Transcript Evaluations

Send Official scores and evaluation directly to the CCBC Registrar office using this link, https://www.ccbcmd.edu/Admission-and-Registration/Get-Started/Transfer-Credit/Transfer-to-CCBC.html. Unofficial copies can be sent to the SHP Admission Office at, shpseat@ccbcmd.edu.

How to Verify that Transcripts are Received

Applicants are responsible for checking to see that the official transcripts have been received at the required locations (SHP CAS *and* CCBC)

1. SHP CAS - log into your SHP CAS applications and select the 'Check Status' tab in the application. All expected transcripts will be listed, and it will be noted if the transcript has been received or not. Contact the SHP CAS directly by clicking on the blue question mark at the lower left of the application if you have questions about your transcript.
2. CCBC Enrollment Services – Log into your CCBC SIMON account to determine if your transcripts have been received and to review any transfer of credits. You can contact transfereval@ccbcmd.edu if you have a question about courses that may or may not have been transferred into CCBC.

Admission Response

The most highly qualified candidates will be contacted by email to schedule an interview, after the end of the spring semester. Interviews are by invitation only. Admissions decisions are emailed to students after all interviews take place. Decision emails are sent to the email address that is entered in the SHP CAS application.

Program Expenses

1. Tuition and Fees, which are subject to change.
    - Tuition ($122 per credit hour)

- Selective Admissions Application fee $50
- General Services Fee ($21 per credit hour)
- Technology Fee ($15 per billable hour)
- Registration Fee ($55 per semester)
- Capital Fee ($20 per semester)
- Lab Fee – see class schedule for course fees
- Activity Fee ($48 maximum per semester)

2. Purchase the following items in addition to tuition and fees. Prices are subject to change.
    - Books $1200.00
    - Lab Bag $50.00
    - CPR- provided by program $30.00
    - Litman or Ultrascope Stethoscope (Approved by faculty) $120
    - Castle Branch: Document storage, drug testing and background check $74.50
    - Exxact $40.00
    - Health Insurance
    - Uniforms – Color, Steel from Flynn O'Hara
        - 2 Proflex V-Neck top with program logo, $32.85-35.55 or Pocket top with logo $26.10-30.15
        - 2 scrub pants, $28.13-33.95
        - Warm up jacket with logo, $36.45-41.85
        - Long sleeve tshirt, $18.23-21.60
    - Classmate simulation license $165.00
    - Kettering Review-for national board exam $385.00
    - Graduation fee $75.00
    - Conference Registration-for state professional conference $109.00
    - Student Membership American Association for Respiratory Care $25.00
    - Parking fees may occur at clinical sites
3. Class Schedule for Fall Semester 1st Year

    RESP 102: Basic Respiratory Care -4 credits, (3 hours of lecture and 3 hours of lab each week.)

Monday and Wednesday	Lecture	10am – 11:30am
Tuesday or Thursday	Lab	9 am – 12 pm

(Lab group assignment will be created once all seats are accepted by candidates.)

Post Admission

Applicants should be aware that the following items will be required to progress in the clinical/practicum components of the program. Further information will be provided by the program director.

- Proof of a recent physical examination with current immunizations
- Proof of current health insurance,
- Criminal background investigation,
- Drug screening and
- Provide proof of current CPR certification a the Healthcare Provider Level (BLS).
- If you need information about CPR courses, check the CCBC website for class times. Or, if you prefer, you may also take the course in the fall for a $30.00 fee as you begin your Respiratory studies. The EMS Education Coordinators offers a class that will provide you with the appropriate BLS CPR certification.

Important Information

- The minimum passing score for any respiratory course, RESP, is 75.0%
- Applicants who have been granted an interview two times and have not been accepted into the program are no longer eligible for admission.
- Applicants who have failed out of another respiratory program (D or F grades) are not eligible to apply for admission to the CCBC Respiratory Care Therapy Program for a period of 5 years, counting from the semester of the failure.
- Students are not eligible for admission if they have a D or F grade in any pre-requisites. Even if the student is in progress with the course, they must wait until the failing grade is replaced on the transcript before applying to the program.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a Health Professions Pathways Advisor only. Current students can schedule an appointment with an advisor through myCCBC. You'll need your CCBC ID number to submit an advising request form. Login to schedule https://www.ccbcmd.edu/Student-Life/Student-Support/Advising/index.html or call 443-840-2222.

School of Health Professions Office of Admissions at 443-840-1989 or email shpseat@ccbcmd.edu

Respiratory Care Therapy

Essential Functions

DIRECT PATIENT CARE/CONTACT required during clinical rotations.

Review, sign and upload Essential Functions in the Documents section of the SHP CAS.

I. Physical Requirements:

A. Sufficient strength and mobility to:

- Moves large and heavy pieces of equipment i.e. ventilators, beds long distances throughout a facility
- Lift and/or roll and/or pull up and/or transfer a patient
- Walk long distances throughout a facility and stand for prolonged periods (up to 12 hours)
- Move quickly among different areas in the facility to complete a workload or respond to an emergency.
- Perform CPR and respond immediately to emergency situations.

B. Adequate vision to:

- Read labels, instrument control panels, computer screens, and print-outs

C. Sufficient hearing to:

- Assess and distinguish breath sounds under noisy conditions.
- Respond phone calls, beepers, and alarms under noisy conditions.
- Respond to questions from patients and other health care providers under noisy conditions.
- Receive directions under noisy conditions.

II. Interpersonal Skills:

The ability to:

- Work in a professional manner with patients of all ages, races, creeds, and physical condition while maintaining and respecting patient confidentiality.
- Interact with other members of the health care team in a polite, professional manner.
- Communicate and receive written and verbal instructions and accurately carry them out using proper channels of communication.
- Use accurate verbal and written communications in English to interpret laboratory data, obtain and document relevant clinical information, comprehend and carry out physician requests, and provide patient/public education related to the profession of medical technology.

III. Intellectual Ability and Emotional Stability to:

- Exercise independent judgment in making decisions for patient care and avoid distraction in the technical performance of respiratory therapy procedures.
- Work under time constraints.
- Work calmly and efficiently in stressful situations.
- Recognize emergency situations and take appropriate actions.
- Complete program requirements.

Essential Functions Declaration

Declaration - I have read and understand the Essential Functions required for the Respiratory Care Therapy Assistant program at CCBC. I hereby declare that I am able to meet the above-listed essential professional standards. *BE SURE TO SUBMIT WITH THE APPLICATION*.

Name of Applicant (Print or type)

_____

Signature of Applicant

_____

Date

_____