

Respiratory Care Therapy

School of Health Professions
Community College of Baltimore County (CCBC)
Essex Campus

Admissions Guide

2020 – 2021



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.

Virginia Forster, MA, 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.

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.

- ENGL 101
- BIOL 109 (or BIOL 220 and BIOL 221)
- CHEM 107
- CHEM 108



General Education Requirements and Electives

The following courses are not required prior to entering the program, but must be successfully completed by the end of the program. For best consideration, all courses should be completed at time of application.

- ENGL 102
- HLTH 101
- 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 minimum grade of C or better in the required prerequisite courses: BIOL 109 (or BIOL 220 & BIOL 221), ENGL 101, CHEM 107/108.
- 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.

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.

Steps for Admission

1. Apply for admission to CCBC at <http://www.cbcemd.edu/apply>
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.liaisoncas.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.



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. Applicants will receive an **email** inviting them to complete the **CCBC SHP Supplemental application** once their program SHP CAS application has been verified. Instructions will be in the email.

TRANSCRIPTS

Official transcripts from ALL U.S. colleges/universities attended by the applicant, are required to be submitted to the SHP CAS **AND** to CCBC. AP and CLEP scores should be sent directly to the School of Health Professions Office. Please read these instructions carefully. Transcripts should be sent 4 – 6 weeks prior to the admission deadline.

- 1) SHP CAS Transcript Processing Center – there are two ways to send official transcripts;
 - a) Electronically – If your school offers electronic transcripts, for example, Parchment, elect to send your transcript this way as it is more time efficient. Go into your student account on your college website and request copies of your Official Transcripts. You will be asked where to send the electronic copy, choose SHP CAS or something similar according to how your school has it listed.

You will also be asked for a Transcript Matching Number, on the transcript request form. This number is found in your SHP CAS application in the Academic History quadrant. Click on Colleges Attended. Under each college that you listed, is a blue button that says Transcript Matching Form, click on it. In the top, right hand corner of the form is a bar code, under the bar code is a series of numbers and letters. This number is the Transcript Matching Number, copy and paste it into the space on the electronic transcript request form.

- b) US Postal Service – You can use the mail system to send paper copies of your Official Transcript. Request from the institution(s) that you have attended, an Official copy of your transcript and have it sent to your home. A Transcript Matching Form must be sent with each transcript. The form is found in the Academic History quadrant of your SHP CAS application, in the Colleges Attended tab. Under each college that you listed, is a blue button that says Transcript Matching form, click on it. The form that comes up, must be printed out and wrapped around the unsealed, official, copy of your transcripts. Put all documents in an envelope and mail to the below address,

SHP CAS Transcript Processing Center
P.O. Box 9134
Watertown, MA 02471



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2) CCBC Enrollment Services Center, Baltimore, MD

Additionally, ALL official U.S. College transcripts, **not including CCBC**, must be sent to the CCBC Enrollment Services Center. Directions can be found using this URL www.ccbc.edu/Get-Started/Take-classes/Take-a-credit-class/Transfer-to-CCBC-from-another-college.aspx

3) SHP Admission Office, Baltimore, MD

If you have CLEP scores, AP scores and/or an International College Transcript evaluation, the official score report or evaluation must be sent directly to our office. Do not send it to Watertown or to Enrollment Services. We will forward the report or evaluation once we have used it for admission consideration, to the appropriate group.

CCBC School of Health Professions Admission Office
7201 Rossville Blvd.
Carol Diane Eustis Center for Health Professions Building, Suite 102
Baltimore, Maryland 21237

- 4) All applicants are responsible for checking to see that their official transcripts have been received in the appropriate locations.
- a) SHP CAS – log into your applications and select the Check Status tab in the upper right corner. If you have a concern, select the blue question mark at the top of your application and follow the prompts.
 - b) CCBC Enrollment Services – Log into your SIMON account to determine if your transcripts have been received and to review your transfer of credit.
 - c) Applications missing transcripts will not be considered for admission.

Admission Response

The most highly qualified candidates will be contacted by email to schedule an interview. Interviews are by invitation only.

Admissions decisions are emailed to students approximately 6 to 8 weeks after the application deadline.

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.



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- Provide proof of current CPR certification at the Healthcare Provider Level (BLS). If you need information about CPR courses, (<https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training>)
- Proof of a recent physical examination with current immunizations,
- Proof of current health insurance,
- Criminal background investigation, and
- Drug screening.

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.

Who to Contact

Academic Advising – Advising is available at all campuses and extension centers. Please ask to speak with a **Health and Science Pathways Advisor** only. For the Catonsville campus call 443-840-4382 or visit the Student Services Center room 102. For the Essex campus call 443-840-1973 or visit the Student Services Center room 120A. For the Dundalk campus, call 443-840-3816 or visit the Student Services Center room 102. The hours, addresses and phone numbers for all sites can be found by calling 443-840-2222 or online at <http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Contact-an-Academic-Advisor.aspx>.

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

