

**PROCEDURES FOR ADVANCED PRACTITIONER
RESPIRATORY THERAPY PROGRAM APPLICATION**

2012

Dear Applicant,

Thank you for your interest in the Foothill College Respiratory Therapy Program. Admission to the program is limited to approximately 30 students. The Respiratory Therapy Program is a two-year selective program. Upon successful completion of the program, the student will receive an Associate of Science Degree in Respiratory Therapy. In order to give all applicants a fair and equal opportunity for admission, we can only review those application packets that are **complete and postmarked, by the May 30, 2012 deadline.** All prerequisites and courses used for the Associates Degree must have a final course grade of "C" or higher.

VISIT OUR WEBSITE AT: www.foothill.edu/bio/programs/respther

**Please read and keep informational pages 1-4
Complete and mail application pages 5-9**

ADMISSION INSTRUCTIONS

1. All of the following prerequisites must be completed with a grade of "C" or higher:

High School graduation or equivalency;
High School chemistry, or any college Chemistry course with a lab;
High School algebra or MATH 220 or equivalent, or placement into MATH 105, MATH 108, or higher on the Foothill Math Assessment;
Eligibility for ESL 26 or ENGL 1A;
AHS 200 or any medical terminology course that is 2 units or more;
A minimum grade-point average of 2.5 or higher; and
Compliance with the technical standards (see page 5 in the application).

- 2a. **RSPT 200L (Intro to Respiratory Therapy)** is highly recommended for all applicants. RSPT 200L is a course designed to introduce the prospective applicant to the field of Respiratory Therapy. One additional application point will be given for the above RSPT 200 course if completed by the May 30th deadline.
- 2b. **General Psychology** must be completed prior to graduation from the program, and it is highly recommended applicants complete it before applying to the program. One application point will be given if the course has been completed before the May 30th deadline.
3. General education courses are waived for students who have a Bachelor's degree from an accredited U.S. college or university.
4. Applicants who have applied during the previous year (2011) do not need to submit duplicate transcripts, as we keep documentation for one year. However, you must submit a new application (2012), and include transcripts showing coursework completed since the previous application was submitted.
5. A **completed** Respiratory Therapy program application packet must be submitted to the program by May 30th. If hand delivering, it must be received by 12:00 noon. **Please ensure that your application packet is complete, as only completed applications will be considered.** You are required to submit the following items **in one envelope**:
- a completed and signed 2012 application;
 - 2 official copies of your high school transcripts (**only** if they contain documentation of prerequisite course work); and
 - 2 official copies of transcripts from **all** colleges attended (including Foothill College & De Anza) are necessary, even if they don't seem relevant. **Do not open the official transcripts prior to submission.**

Failure to submit official transcripts and/or official foreign transcript evaluations with your application, may result in the disqualification of your application.

You will receive **one written preliminary notice** as to the completion of your application, and its supporting documentation. **Please allow plenty of time to request and receive transcripts, to ensure the completion of your application packet, as incomplete applications will not be processed.**

6. **Foreign transcripts** MUST be evaluated and translated into equivalent college quarter/semester hours of credit if you wish to receive credit/points for any of the course work. This evaluation needs to indicate high school graduation, letter grades, and quarter/semester hours of all coursework you want us to accept as equivalent to one of our program requirements or prerequisites. Please request a comprehensive evaluation from any of the agencies listed on the attachment on page 4.

7. **Application Counseling:**

It is **recommended** that applicants meet with an academic counselor to review the courses they have taken, and whether any of those courses need to be petitioned. To make a 30-minute appointment, you must be a Foothill College student with a valid Foothill student ID number. Bring transcripts and pertinent documentation (such as course descriptions), for petitioning courses. Allow plenty of time to make the appointment, by going to the following: <http://www.foothill.edu/counseling/>

8. **Mail your application packet** certified mail with a return receipt; this way you will be able to track the delivery of your application online. Your signed, completed application, with 2 official transcripts for **ALL** colleges attended, and a **self-addressed business sized envelope**, should be mailed to:

**Foothill College
Respiratory Therapy Department
12345 El Monte Road
Los Altos Hills, CA 94022
Attn: Kerry West**

Completing the application correctly, obtaining supporting documents, and submitting the application on time is your responsibility. Incomplete applications will not be processed.

ADMISSION PROCEDURE

1. Admission is based on criteria approved by Foothill College and consistent with State and Federal laws, regulations and program accreditation guidelines. Primary admission criteria include completion of prerequisite courses with a "C" or better, possessing the minimum GPA, and compliance with the technical standards stated on page 5 of the application. Secondary admission criteria include completion of the number of college science courses required by the major, and the Foothill College general education courses.
2. The completed applications are first reviewed by the Respiratory Therapy Admission Committee for completion of the application and supporting documentation. The applicant will receive **one** written notice via US mail indicating whether their application is or is not complete.
3. Seventy-five percent of class space will be given to applicants whose point totals are between 31-36 points. If there are more applicants than spaces available, placement will be determined by lottery.
4. The remaining 25% of class space will be given to applicants meeting the primary admission criteria with point totals of 25 and above. If there are more applicants than spaces available, placement will be determined by lottery.

5. A small number of applicants from the above process will be placed on an alternate list, the order of which will be determined by lottery.
6. Due to the rigorous nature of the program, it is strongly recommended that applicants complete all General Education requirements for the Associate Degree, Anatomy and Physiology (Bio 40A, B, and 40C), Microbiology (Bio 41), and General Psychology (PSYC1), prior to admission. Questions regarding graduation requirements, and transferability of course work, should be directed to the Counseling Department. To schedule a counseling appointment with an academic counselor, go to: <http://www.foothill.edu/counseling/>
7. Applicants will be notified by mail of admission status by July 30, 2012. **Please do not call the Respiratory department prior to that time.** Written confirmation of intent to enroll into the class beginning each September, must be received by the date indicated in the acceptance letter.
8. The number of laboratory hours and clinical hours make it difficult for a student to work while enrolled in the Respiratory Therapy program. Part-time employment may be possible during the first three quarters and during the second part of the summer depending on the number of units the student is taking. **Transportation is necessary to travel to the hospitals for clinical experience.** Applicants should plan ahead financially for their two years in the program.
9. All applicants admitted into this program will be required to complete a physical examination by a physician of their choice, as physical exams and immunizations are required to do clinical rotations. Your admission will be contingent upon completion of the examination. Background screening and drug testing may be required by clinical facilities. Positive results could impact a student's chances of attending clinics, completing the program requirements, or gaining a license to practice upon graduation. The cost of required physical examinations, background screenings and drug tests will be paid by the student. Students accepted into the program will be provided with specific details. The completed physical examination form must be returned to the Foothill College Respiratory Therapy Program by the first day of the Fall quarter. In addition you will be required to take a Health Care Provider CPR course for adult, child and infant CPR (BLS-C), prior to being allowed into the clinic phase of the program.

FINANCIAL INFORMATION

Enrollment fees as of September 28, 2011 (fees subject to change):

*For current registration fees, go to this link: <http://www.foothill.edu/reg/fees.php>

Additional Program expenses for the two years are *approximated* as follows:

NRP and ACLS Certification	\$140/year	Uniforms/stethoscope	\$ 120/year
Final Exams	\$ 70/year	Material Fees (approx.)	\$ 200/year
Books/supplies	\$950 + GE books	CSRC Conference	\$120
Kettering Seminar	\$265		

Financial Aid is available at: <http://www.foothill.edu/reg/faguide.php>

Thank you for your interest in the Respiratory Therapy Program. If you have any questions, do not hesitate to call me at (650) 949-7466

Sincerely,
 Brenda Hanning, RRT
 Program Director, Respiratory Therapy
 (650) 949-7466
HanningBrenda@foothill.edu

FOREIGN EVALUATION SERVICES

Academic Credentials Evaluation
Institute, Inc. (ACEI)
P.O. Box 6809
280 S. Beverley Drive, Suite 312
Beverly Hills, CA 90212
Phone [310] 275- 3530
Fax [310] 275-3528
www.aceil.com

American Education Research
Corporation (AERC)
P.O. Box 996
West Covina, CA 91793-0993
Phone [626] 339-4404
Fax [626] 339-9081
www.aerc-eval.com

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
email: eval@ece.org
www.ece.org

Education Evaluators International, Inc.
P.O. Box 5397
Los Alamitos, CA 90720-5397
Phone: (562) 431-2187
Fax: (562) 493- 5021
email: garveei@ix.netcom.com

Education International, Inc.
29 Denton Road
Wellesley, MA 02482
Phone: (781) 235-7425
Fax: (781) 235-6831
email: edint@gis.net

Educational Records Evaluation Service,
Inc
777 Campus Commons Road, Suite 200
Sacramento, CA 95825-8309
Phone: (916) 565-7475
Fax: (916) 565-7476
email: edu@eres.com
www.eres.com

Evaluation Service, Inc.
P.O. Box 85
Hopewell Jct., NY 12533
Phone: (914) 223-6455
Fax: (914) 223-6454
email: esi2@frontiernet.net
www.evaluationservice.net

Foreign Academic Credential
Service, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 288-1661
Fax: (618) 288-1691

Foundation for International
Services, Inc.
19015 North Creek Pkwy, #103
Bothell, WA 98011
Phone: (425) 487-2245
Fax: (425) 487-1989
email: fis@mail.com
<http://www.fis-web.com>

Globe Language Services, Inc.
(Evaluation Service & Translation)
319 Broadway
New York, NY 10007
Phone [212] 227-1994
Fax [212] 693-1489
www.globelanguage.com

International Consultants of
Delaware, Inc.
109 Barksdale Professional Center
Newark, DE 19711-3258
Phone: (302) 737-8715
Fax: (302) 737-8756
email: icd@icdel.com
icdel.com

International Education Research
Foundation, Inc.
P.O. Box 66940
Los Angeles, CA 90066
Phone: (310) 390-6276
Fax: (310) 397-7686
email: info@ierf.org
<http://www.ierf.org>

International Evaluation Services
P. O. Box 505
Marlboro, NJ 07746-0505
Phone [732] 462-5502
Fax [732] 462-5564

Josef Silny & Associates
7101 SW 102 Avenue
Miami, FL 33171
Tel: 305-273-1616
Fax: 305-273-1338
Translation Fax: 305-273-1984
www.jsilny.com
info@jsilny.com

Lisano International: Foreign
Educational Credential Evaluation(LI)
P.O. Box 407
Auburn, AL 3683-0407
Phone/Fax [334] 745-0425
www.lisano-intl.com

SpanTran Educational Services, Inc.
7211 Regency Square Blvd., Suite 205
Houston, TX 77036-3197
Phone: (713) 266-8805
Fax: (713) 789-6022
<http://www.spantran-edu.com>

World Education Services, Inc.
P.O. Box 26879
San Francisco, CA 94126-6879
Phone: (800) 414-0147
Fax: (415) 677-9333
email: sf@wes.org
www.wes.org

World Educational Credentials Evaluators
P.O. Box 726
Herndon, VA 20172-0726
Phone [703] 689-0894
Fax [703] 707-0291
www.erols.com/wecewellington

*** PLEASE NOTE: FEES AND TURN-AROUND TIMES VARY AMONG THE VARIOUS AGENCIES.**

**2012 FOOTHILL COLLEGE APPLICATION FOR
RESPIRATORY THERAPY PROGRAM**

Applicant Name: _____

I. TECHNICAL STANDARDS

The following statements identify the physical capabilities appropriate to the profession of Respiratory Therapy.

A. The prospective Respiratory Therapy student must possess sufficient strength, motor coordination and manual dexterity to be able to:

1. Stand and walk for up to 90% of work time. The ability to bend, squat, kneel and climb stairs is also necessary.
2. Lift up to 45 pounds and carry up to 25 pounds.
3. Push and pull heavy objects such as ventilators and compressed gas tanks.
4. Use their hands and fingers 100% of the time for such duties as percussing and auscultating patients, assembling and disassembling equipment and manipulating controls on machines.

B. The students must be able to communicate verbally in an effective manner in order to explain respiratory therapy procedures and direct patients during those procedures.

C. The student must be able to hear, understand and react quickly to verbal instructions, the patient's needs, and the requests of others. The student must be able to hear alarms on equipment and monitors.

D. The student must have near vision acuity in order to read charts, observe patients, read machine controls and patient monitors. The ability to read LED's is needed as is the ability to see in dim light.

E. At the end of the training program, the Respiratory Therapy graduate must be capable of:

1. Maintaining effective performance in stressful situations related to equipment and patient problems. The graduate must be able to respond appropriately to situations requiring emergency care of the patient.
2. Providing physical and emotional support to the patient during procedures.
3. Working closely with members of the health care community.

If you can perform the above standards without restrictions please sign below:

Student signature

Date

If you cannot perform one or more of the technical standards identified above, please explain:

Signature

Date

STOP AND REVIEW

If you cannot meet any of the above standards, you may still submit an application, however be advised that your inability to meet one or more of these standards may preclude you from meeting some of the program requirements, or finding employment in the field. It is strongly recommended you schedule a meeting with the program director to discuss your individual situation.



**FOOTHILL COLLEGE
RESPIRATORY THERAPY APPLICATION
FALL 2012**

NAME: _____
Last
First
Middle

Please list any other name(s) by which you have been known:

Social Security Number: _____ **Foothill Student ID #:** _____

Address City State Zip

Home Phone: _____ **Cell Phone:** _____

Valid Email Address: _____

Have you previously applied to the Foothill College Respiratory Therapy Program? Yes _____ No _____

Years of previous applications: _____

Have you previously attended any Respiratory Therapy Program? Yes _____ No _____

If yes, list the school and the reason you left the program: _____

High School from which you graduated: _____ **Year:** _____

Do not leave this area blank!

Please list the name, starting and ending dates, and any degrees or certificates, for **all** colleges, universities, technical and vocational schools attended. You must include colleges in which courses were attempted although they may not have been completed: **Do not leave this area blank.**

	Name of School	City and State	Dates Attended	Degree Received
1				
2				
3				
4				
5				
6				

FOOTHILL COLLEGE 2012 RESPIRATORY THERAPY POINT SHEET

Name: _____ Student ID #: _____

A: PREREQUISITE COURSES REQUIRED: (Please provide complete information in each category)

*Due to the May 30th deadline, all prerequisites and courses for which you plan to receive points, must be completed with a "C" or better in time for transcripts to be ordered and included in the application packet prior to the May 30th deadline date.

	Equivalent Course #	College	Sem/Qtr. Units & Year Earned	Grade
Any college CHEM course with a lab or High School Chemistry				
MATH 220 or higher or recent High School Algebra				
English 110/ESL 25 or Placement into ENG 1A/ESL 26 on the Foothill English Assessment				
AHS 200 or Medical Terminology course 2 units or more.				
GPA 2.5 or above (College) List College GPA				

Have you completed all of the above prerequisites? Yes _____ No _____
(If no, you must complete them before applying).

B: GENERAL SCIENCE REQUIREMENTS:

(Maximum 16 points)

Note that points are given for the four science courses below. We strongly recommend applicants complete all science courses listed below before starting the Respiratory Therapy program.

In the science courses below: A = 4 points; B = 3 points; C = 2 points

Science Course	College	*Sem/Qtr & Year	Units	Grade	Estimated Points
Anatomy & Physiology* BIOL 40A					
Anatomy & Physiology* BIOL 40B					
Anatomy & Physiology* BIOL 40C					
Microbiology BIOL 41					

*If you took a semester of Anatomy and a semester of Physiology, the points are calculated as follows:
A= 6 B= 4.5; C= 3 points per semester; C-, D or F = 0 points

* 1 extra point given if PSYC 1 taken before submitting application.

C: GENERAL EDUCATION REQUIREMENTS: (Please provide complete information in each category)

*See Foothill College Catalog & Radiology Curriculum Sheet

There are 3 ways to satisfy the General Ed. Requirements and earn application points (**Maximum 14 points**)

1. ___ AA or AS from local community college with GE Reciprocity Agreement submitted
2. ___ BA or BS Degree from an accredited U.S. College or University (GE waived)
3. ___ You have not completed a college degree as listed above, but you have completed the following GE courses. **2 points per completed area listed below.**

General Education Associate Degree & Other Required Courses:	Course #	College	Sem/Qtr & Year	Units	Grade	Estimated Points
MATH Proficiency – Intermediate Algebra (MATH 105 or higher)						
Area I: Humanities (Arts & Letters)						
Area II: English ENG 1A or ESL 26						
Area III: Natural Sciences w/Lab CHEM 30A						
Area IV: Social & Behavioral Sciences (PSYC 1 recommended)						
Area V: Comm. & Analytical Thinking (COMM 1A recommended)						
Area VI: U.S. Culture & Communities (Social Science 20 recommended)						
Area VII: Lifelong Understanding (2 courses – 1 point each) (Health 21 recommended)						

D: COLLEGE GPA for ALL college coursework: (Maximum 4 points).

* For help calculating your cumulative college GPA, visit: <http://www.foothill.edu/transfer/counseling.calc.html>

Cumulative College GPA	Points	Estimated Points
4.00 – 3.50	4	
3.49 – 3.00	3	
2.99 - 2.50	2	

To calculate your points, transfer the “Estimated Points” totals from each section and add.

SECTION	TOTAL POSSIBLE POINTS	APPLICANT TOTAL
Section A: Prerequisites	All Prerequisites Complete	
Section B: Anatomy & Physiology	Up to 12 points	
Section B: Microbiology	Up to 4 points	
Section C: General Ed. Req.	Up to 14 points	
Section D: Cumulative College GPA	Up to 4 points	
PSYC 1 Completed	1 point	
RSPT 200L Completed	1 point	
TOTAL POINTS	36 Possible Points	

MAXIMUM TOTAL POINTS POSSIBLE = 36

APPLICANT CHECKLIST:

To be considered complete, your application must include the following **in one envelope**:

- _____ Signed and completed 2012 Respiratory Therapy application;
- _____ 2 sets of official transcripts from **all** colleges attended;
- _____ 2 sets of official high school transcripts **only** if it contains prerequisite documentation
- _____ Signed copy of 2012 Respiratory Therapy Technical Standards (page 5 of this application)
- _____ Other: For example, approved petitions, if applicable
- _____ Self-addressed business envelope

My signature below verifies the accuracy of my application.

_____ Signature	_____ Date
_____ Clearly Printed Name	

***ADVISORY NOTE: Applications that are incomplete by the May 30th deadline will not be considered for the applicant pool. Allow PLENTY of time when ordering transcripts. No exceptions will be made.**