



## RESPIRATORY CARE PROGRAM APPLICATION INFORMATION PACKET

### Respiratory Care Admissions

The Ocala Campus of College of Central Florida (CF) is located at 3001 S.W. College Road. The telephone number is 352-873-5800. The Wilton Simpson Citrus Campus is located at 3800 S. Lecanto Highway, Lecanto, FL 34461-9026 The telephone number is 352-746-6721.

As provided for in s. 1004.65, F.S., the College of Central Florida is an open-access institution. Admission for college credit studies is open to all applicants with a standard high school diploma or state-issued GED certificate. It is essential that each applicant satisfactorily complete each phase of the admission process. The college website at <https://www.CF.edu> includes information about the college, admission requirements, an application to the college. General admission questions are handled by the Admissions office, Bryant Student Union. Information on [financial aid](#) opportunities can also be found on the college website. Students should explore financial aid options and apply for financial aid well before beginning the program.

The Respiratory Care program is a limited-access program, with additional requirements beyond the general CF admissions process. Full-time classes begin at both the Ocala and Citrus Campuses in August. Students must submit a separate application for admission.

The CF service district is Citrus, Levy and Marion counties. In-district residents will be eligible to earn additional points for admission.

Required testing for general admissions is the PERT, ACT or SAT. This program required testing is the Wonderlic test.

### **CF's Respiratory Care program is a limited-access program.**

A limited-access program means that both program admission and course registration are restricted to a certain number of students who meet predetermined criteria. Limited-access status is justified when student demand exceeds available resources or accreditation requirements (e.g., student/faculty ratios, instructional facilities and equipment, clinical sites), or the nature of the program calls for specific admission requirements.

Limited-access programs have admissions processes and criteria beyond general college admissions. While any student meeting the minimum criteria is encouraged to apply, not all students will be accepted. If there are more qualified applications than seats available, qualified applicants not admitted will be placed on an alternate candidate list. Applicants will be notified of placement on this list based on when their complete application was received in Health Sciences.

Admission criteria for the Respiratory Care program are explained in more detail on the following pages.

## Processes for Application:

- Attend a mandatory program information session.
- Submit the College of Central Florida application and be accepted as a student in good standing (<https://mycf.cf.edu/ICS/Admissions/>).
- Completion of at least 12 credits hours with a minimum 2.5 GPA in four of the general education courses and overall college GPA of 2.0.
- Meet with academic advisor or student navigator for guidance through the admission process, to discuss minimum admission requirements, and complete program checklist.
- Register for and complete the Wonderlic test with a minimum score of 18 or higher.

**To be considered for acceptance into the Respiratory Care program, all minimum admission requirements must be completed and submitted prior to the published deadline.**

**These requirements are listed below and detailed throughout the remainder of the information packet. It is the applicant's responsibility to be sure that admission requirements are met according to this information packet. No notices will be sent.**

## Applicant Requirements and Minimum Criteria for Program Application

### 1. Information Session

- Register for and attend a mandatory program information session within 12 months of application.
- All information session forms must be completed and submitted as instructed to qualify as attended.
- The date of attendance must be documented on the program application.
- A list of information session dates and time are provided online at <https://www.cf.edu/events/category/health-sciences/>.

### 2. Completion of a CF Application

- Submit a College of Central Florida application and be accepted as a student in good standing (<https://mycf.cf.edu/ICS/Admissions/>).
- Designate major code 1491 with concentration code of 1361 as the intended pathway.
- Students with an A.A. or higher must use major code 9240–2361 College Grad to A.S. Limited Access Health Sci. Prog.
- Note: If you are a past CF student who has not been enrolled for a year or more, please complete a new general application; there is no charge for readmit, but new documentation may be required.
- General admission acceptance to the college does not guarantee acceptance to the program.

### 3. Submission of Transcripts

- Applicants must submit college transcripts from all institutions attended to the Admissions office in Bryant Student Union (Building 5) on the Ocala Campus.

4. **Meet with Academic Advisor or Student Navigator** for guidance through the admission process, to discuss minimum admission requirements, and complete the program checklist.

5. **Completion of Required Courses**

Applicants must successfully complete the following courses with a GPA of 2.5 or higher. The following four (4) courses must be completed by the applicant’s MAR review date:

<b><u>Course Title</u></b>	<b><u>Number of Credits</u></b>
ENC 1101 - Freshman Composition Skills I	3
<b>Mathematics (pick one):</b>	
MAC 1105 – College Algebra	3
MAC 1105H – College Algebra Honors	3
MAC 2311 – Calculus I with Analytic Geometry	3
MGF 1106 – Liberal Arts Mathematics	3
MGF 1107 – Mathematical Explorations	3
STA 2023 – Elementary Statistics ( <u>preferred</u> )	3
STA 2023H – Elementary Statistics Honors	3
<b>Humanities (pick one):</b>	
ARH 1000 – Art Appreciation	3
HUM 1012 – Introduction to the Humanities	3
HUM 1012H – Honors Introduction to the Humanities	3
LIT 1000 – Introduction to Literature	3
MUL 1010 – Music Appreciation	3
PHI 2010 – Introduction to Philosophy	3
THE 1000 – Introduction to the Theater	3
<b>Social Sciences (pick one):</b>	
AMH 2020 – United States History Since 1877	3
POS 2041 – American National Government	3

**The following courses make be taken with the program core curriculum or before program admission.**

<b><u>Course Title</u></b>	<b><u>Number of Credits</u></b>
<b>BSC 2085</b> – Human Anatomy and Physiology I	3
<b>BSC 2085L</b> - Human Anatomy and Physiology I Lab	3
<b>BSC 2086</b> – Human Anatomy and Physiology II	3
<b>BSC 2086L</b> – Human Anatomy and Physiology II Lab	3

- Human Anatomy I and 2 (BSC 2085, 2085L, 2086, 2086L) must be taken prior to or concurrent with the first and second semester of professional coursework.
  - These courses must be fewer than seven (7) years old at the time of starting the first semester of the program. For students who have courses older than seven years, applicants may choose to:
    - Retake the course(s) or
    - Pass an appropriate exam administered by the CF Science Department. If the applicant chooses to take an exam, he or she must arrange for the exam and pay the exam fee of \$100 per course.
    - Students will need to meet with their academic advisor to complete either of these options.

## **6. Completion of Wonderlic Testing**

- A minimum score of 18 on the Wonderlic test is required to be eligible to apply to the program. Deadline for the Wonderlic Test is **June 27, 2024**.
- It is recommended that students meet with the Academic Advisor to ensure they are program-ready before scheduling the Wonderlic Exam.
- Wonderlic scores are valid for two years from the date the test was taken. Multiple attempts are permitted.
- Registration is now required in advance for the all exams. Registration is done at <https://onetesting.net/campus/ocala-testing>.
- For any additional questions, contact the CF Testing Center at 352-854-2322, ext. 1395, for the Ocala Campus, ext. 6168 for the Citrus Campus, or ext. 2100 for the Jack Wilkinson Levy Campus.

## **7. Final Pre-application Academic Advisor Meeting**

Meet with Academic Advisor to discuss minimum admission requirements and complete the program checklist. Deadline for final pre-application advisor meeting: **June 27, 2024**.

## **8. Completion of Respiratory Care Program Application**

- Submit a program application with all required documentation by email to [reickc@cf.edu](mailto:reickc@cf.edu) by **June 30, 2024**.
  - Copy of student's degree audit.
  - Copy of Advisor Checklist.
  - Any additional documentation per the point system.

## **Applicant Ranking and Candidate Selection Process**

All applicants meeting the minimum criteria will be assigned points earned in the categories listed in the Applicant Ranking System form. Applicant points will be converted to percentage points with the highest total percentages selected as candidates for the cohort until it is filled. The limited-enrollment program admits approximately 20 candidates annually in the fall semester, with the total amount depending on clinical education site availability. Should two or more applicants have the same number of percentage points, applicants will be ranked based on the grades of the four prerequisite general educational courses completed by the application deadline. If a tie still exists, the applicant with the earlier MAR review will be ranked higher. The applicants listed by ranking status (highest to lowest) not selected for the cohort will be placed on an alternate list. If any selected candidate withdraws from the cohort prior to July 30, 2024, the first alternate will be offered cohort placement. If that applicant declines, the next alternate on the list will be contacted and so on until the cohort is filled.

Applicants who did not meet the minimum criteria, were not accepted, or declined admission or remained on the alternate list and wish to be considered for the next available cohort must:

- Submit a new program application.
- Attend another program information session.
- Complete all admissions requirements.

### **Points for Respiratory Care Program Admission**

Points toward acceptance will be awarded according to the following criteria. Points awarded for grades are based on the applicant's CF academic record as of application deadline. Students with an "S" score for courses included in the Applicant Ranking System will receive an adjustment to the maximum available points for ranking to remain fair and equitable.

Respiratory Care Program Applicant Ranking System					Points Possible	Points Earned
College GPA (all academic work)	Points		GPA	Points	Student GPA:	
3.8-4.0	20		2.9-3.1	11		
3.5-3.7	17		2.6-2.8	8		
3.2-3.4	14		2.5	5		
<b>Minimum Required Completed General Education Core Courses</b>						
Calculation: grade value x number of credit hours + 1 (A: 4x3+1= 13; B: 3x3+1= 10; C: 2x3+1=7) Didactic Course A=13 B=10 C=7 (A: 4x1+1= 5; B: 3x1+1= 4; C: 2x1+1=3) Lab Course A=5 B= 4 C=3						
ENC 1101 Freshman Composition Skills I					Grade:	
BSC 2085 Human Anatomy and Physiology I					Grade:	
BSC 2085L Human Anatomy and Physiology II Lab					Grade:	
Mathematics Course: MAC 1105, MAC 2311, MGF 1106, MGF 1107, STA 2023, STA 2023H					Grade:	
AMH 2020 United States History Since 1877 <u>or</u> POS 2041 American National Government					Grade:	
ARH 1000 Art Appreciation <u>or</u> HUM 1020 Introduction to the Humanities <u>or</u> HUM 1020H Honors Introduction to the Humanities <u>or</u> LIT 1000 Introduction to Literature <u>or</u> MUL Music Appreciation <u>or</u> PHI 2010 Introduction to Philosophy <u>or</u> THE 1000 Introduction to Theatre					Grade:	
Military experience with honorable discharge (copy of DD 214)					2	
Highest degree earned: Master's Degree (6), Bachelor's Degree (5), Associate in Arts Degree (4), or Associate in Science Degree (3)						
Florida Health Care license: Currently practicing (letter from employer and license) <u>or</u> Not currently practicing (copy of license)					3 2	
Previous Qualified Applicant (2024 applicant pool only)					2	
Legal resident of Marion, Citrus or Levy County (driver's license)					1	
<b>Total Points (Maximum Available)</b>					<b>103</b>	
<b>Percentage points</b>						

## After Acceptance

Students who are offered conditional acceptance into the Respiratory Care program will be notified by email after the final date of all MAR reviews. Students selected must submit and complete the following steps:

- Sign and return the Acknowledgement of Conditional Acceptance Form in the Respiratory Care program office in Building 6, Room 127 on the Ocala Campus by the date specified in the conditional acceptance email, indicating if you accept or decline your placement in the program.
- Submit all health forms (including completed physical exam form, any laboratory test results and immunization records) by the date indicated in the acceptance letter.
- Provide documentation of completion of a one-hour blood borne pathogen course letter due at the mandatory program orientation meeting. For assistance visit [www.probloodborne.com/en/](http://www.probloodborne.com/en/).
- Complete criminal background check.
- Attend the mandatory American Heart Association Cardiopulmonary Resuscitation (CPR) for Healthcare Providers training by the date specified in your acceptance letter.
- Attend the mandatory program orientation on the date specified in your acceptance letter.

## History and Physical Examination Forms

Physical examination forms are valid for one year from the date of the health care provider's signature. Physical examination forms may be completed by an advanced registered nurse practitioner, physician's assistant or licensed physician (M.D. or D.O.). *The physical examination form may not be signed by a chiropractic physician.*

Students must submit all the forms by the designated time indicated in their letter (this includes immunizations and TB testing).

A completed physical examination form and negative TB immunization (within one year of clinicals) or clear chest X-ray is required for attendance in all agency clinical sessions. Other immunizations or declination form must be on file. Students are responsible for submitting their forms **annually** so that they do not miss clinical sessions. Any missed clinical session is considered a clinical absence.

## Immunizations Required for Program

### MMR

Documented proof of immunity to mumps, measles and rubella is mandated by the state. Immunity to measles, mumps and rubella is defined as follows:

### Mumps

Proof of immunization or positive titer.

### Measles (rubeola)

a. Born before 1957, or documentation of receipt of two doses of live measles vaccine after the first birthday and no less than one month apart (inactivated vaccine was available in the U.S. from 1963 to 1967 and is not acceptable), **or**

b. Physician diagnosed measles with M.D. certified data including month and year, or documentation of immune titer (a blood test) proving immunity.

### **Rubella**

- a. Rubella vaccine given after one year of age, **or**
- b. Documentation of immune titer (a blood test) proving immunity, or age greater than 40 years.

### **Tetanus, diphtheria, and pertussis (Tdap)**

Tetanus immunization current within the last 10 years (within two years if injured).

Tdap required as soon as it has been two or more years since last dose of Tetanus/Diphtheria. Then Td booster every 10 years.

### **PPD (tuberculin)**

- a. Skin test good for one year, **or**
- b. Chest X-ray good for two years (required if positive result).

### **Chicken Pox**

Proof of positive titer or current immunization.

### **Hepatitis B**

All students must submit proof of current Hepatitis B vaccination.

### **Flu**

Required during the flu season.

### **COVID**

Required at certain facilities.

### **Important Note!**

Completed health forms with all immunization documentation must be reviewed and approved online prior to entering any clinical experience. You have the option to decline immunizations; however, some clinical facilities require that all immunizations be completed. If you are not able to attend required clinical experiences because you do not meet a facility's immunization requirements, you may not be able to complete your program of study. These students are not removed from the program, but are advised that if, they remain in the course of study, they will be re-sequenced until a time when they are able to meet the requirements or within one year of the original resequencing, whichever occurs first.

If students seek an exemption from affiliation requirements based on disability or religion, that is processed by the facility. Whatever the basis, students cannot demand a specific clinical facility as a means to avoid the requirements of others.

### **Substance Screening**

All students enrolled in a health-related program are required to complete a 10-panel drug screening and be drug and/or alcohol free when at the college and while at affiliating agencies (including parking lots and grounds).

For all affiliating agencies that require students to be subject to the agencies Drug Testing policies — including but not limited to, when there is reasonable suspicion to believe a student may be impaired, or is using or has used illegal drugs and/or alcohol — the student may be tested in accordance with the affiliating agency's policies. If tested by an affiliating agency the student shall provide his or her



program facilitator with a copy of any test results. Failure to promptly do so shall be grounds for dismissal from the program. A positive drug or alcohol test shall also be grounds for dismissal from the program. This paragraph also applies to students already enrolled in a Health Sciences program at the time of the effective date of this policy.

## **Background Check**

All students entering the program must have a national criminal background check as part of their application to the program. If the background check reports any history, admission to any Health Sciences division program may be refused or revoked. Students with a history may not be eligible for any CF Health Sciences program.

The national criminal background check is valid for one year. Students cannot start any Health Sciences program until all fingerprint report results have been received.

## **Background Check Procedure**

1. Go to: <http://quickadmit.cf.edu/modules/shop/> .
2. Click: Find a Course; Search: background check; choose Standard Background.  
Federal Criminal Background Check current fee is \$55.
3. Email Cindy Baldwin at [baldwinc@cf.edu](mailto:baldwinc@cf.edu) to schedule your fingerprinting appointment. Take the receipt to Building 31 (Criminal Justice Institute), Ocala Campus, Room 108, during your scheduled appointment.

While enrolled in a CF Health Sciences program, the student is also responsible for notifying the program facilitator of any arrests, regardless of adjudication, that occur after acceptance and during enrollment in a given program. Eligibility for the student's continued enrollment in the Health Sciences program due to this arrest will be determined. Failure to promptly notify the program facilitator shall be grounds for dismissal from the program.

After admission into the program, the student must remain free of disqualifying charges or may be subject to dismissal.

## **CPR Requirements**

(See Forms PDF on program webpage.)

CPR certification will be offered to accepted students during the New Student Orientation, which will occur before classes begin. Accepted applicants will be notified of the date and cost of this orientation **OR** you may attach a copy (front and back) of your current signed CPR card (American Heart Association-BLS "Healthcare Provider).

If you do not have a valid CPR card before classes begin, you cannot start this program.

To schedule a CPR class at CF, call 352-291-4411 or email [jensenj@cf.edu](mailto:jensenj@cf.edu). You must specify you need the CPR class: American Heart Association –BLS "Healthcare Provider."

**The CPR class MUST include a hands-on competency.**

## **Transfer of Credits**

The Respiratory Care Program reserves the right to assess undergraduate transfer credits that count toward the A.S. degree. Students seeking to transfer to CF will follow the standard application process. At CF, you'll need to provide transcripts from every college or university you have attended in the past. If you have already earned an associate degree or higher, high school transcripts are not required. The Respiratory Care faculty will review and evaluate all transfer credits applicable to a Respiratory Care major and will indicate which respiratory care courses the student must complete to fulfill degree requirements. The college confers degrees to those students who complete all degree requirements according to the Respiratory Care program of study. Acceptance of transfer students from other Respiratory Care programs depends on space availability. Transfer students must be in good academic standing at their previous colleges(s). Students transferring from another Respiratory Care program must submit a letter from their previous program director detailing the reason they are leaving the program and their eligibility to return to that program. Placement testing may not be required based on successful completion of college-level English and math courses.

Once you've been admitted to CF, your assigned academic advisor will meet with you to review your credits transferring from other institutions and create a custom academic pathway that meets your degree goals. Transfer students must meet CF Standards of Satisfactory Academic Progress. All academic transcripts must be on file and evaluated by the CF Enrollment Services office before aid is awarded. You will receive written notification about the credit transfer into the Respiratory Care Program.

## **Readmission**

The College of Central Florida is committed to assisting students achieve their career and educational goals through quality instruction in accredited limited-access programs of study. With all such programs, the individual student is responsible for initiating and completing the processes for admission, withdrawal and readmission. If students withdraw from a limited-access program and wish to be readmitted to the program, the following criteria will be used to determine readmission:

- Successful demonstration of competency at the skill level for which they are requesting readmission.
- Submission of a readmission application either thirty (30) business days prior to the start of the semester for which they are requesting readmission or by the specific program's published deadline, whichever comes first.
- As with initial entry into limited-access programs, readmission of qualified applicants is based on the date the completed application is received by the program office and is subject to space availability. Students may be denied readmission if they have been: (a) dismissed from any limited-access program because of a professional misconduct violation, as described in the Program Standards for each program; or (b) suspended/dismissed from the college as a result of a violation of the Code of Student Conduct. All such incidences will be carefully reviewed by the limited-access program administrator as part of the readmission process ([7-00.pdf \(cf.edu\)](#)).

## Returning Students

The Respiratory Program is a cohort series with limited access. Students who have not been enrolled for one or more semesters in the Respiratory Care program course sequence must submit a complete admission application and a letter of request for consideration for readmission to the program. Consistent with the admission policy, students must have a grade point average of 2.5 to be eligible for readmission. Students who withdraw from the Respiratory Care program sequence, and plan to return at a later date — even though the student has earned a "C" grade in Respiratory Care courses during a previous enrollment — will be required to validate previous coursework according to the policy described below. Students who withdraw from the Respiratory Care Program sequence, and plan to return more than a year later — even though the student has earned a "C" grade in Respiratory Care courses during a previous enrollment — will be required to reenroll as a new student in the program. Readmission of Respiratory Care students is contingent upon review by the faculty Admission and Progression Committee and space availability. If a student is readmitted, he or she will be readmitted under the current curriculum plan and handbook policies in place at the time of readmission.

Students from another college must apply to the program for a new start. Due to a variety of different syllabi, students requesting entrance to the Respiratory Care Program will start based on credit transfer review from the start. Some classes might be able to transfer after review.

**When a student is dismissed from the Respiratory Care program, they are not dismissed from the college and will be assisted to identify another major.**

## Program Costs

<b>Tuition Florida Resident 76 credits</b>	<b>\$8,581.92</b>
Tuition Nonresident 76 credits	\$33,303.20

<b>Expenses Prior to Program Start</b>	
(may not be covered by financial aid)	
CF Application Fee	30.00
Wonderlic	15.00
Federal background check-CF	55.00
CastleBranch-Clinical Compliance Database	38.00
CastleBranch-Background Check	40.00
CastleBranch-Substance screening	29.00
Pro Bloodborne Pathogens course	29.95
Physical examination (varies)	50.00
Immunizations (varies)	380.00
Uniforms (2), shoes and lab coat	<b>TBD</b>
AHA CPR Healthcare Provider	55.00
Textbooks	<b>TBD</b>
Lab Fees	<b>TBD</b>

Travel expenses are not included in the above estimates. Students are responsible for travel arrangements during clinical rotations. Costs will vary depending on the location of the clinical assignments. Clinical rotations can be found within CF's service area (Marion, Citrus and Levy counties) and within Alachua, Lake, Citrus and Sumter counties. Students must plan on traveling up to 60 miles from the CF Ocala Campus to a clinical site. Clinical schedules can vary and may include evenings, nights and weekends.

## Respiratory Care

Curriculum: 76 Credit Hours

<b>Fall Semester Year 1</b>		
BSC 2085*	Human Anatomy and Physiology I	3
BSC 2085L*	Human Anatomy and Physiology I Lab	1
RET 1485	Cardiopulmonary Anatomy and Physiology	4
RET 1484	Pathophysiology	4
RET 1291	Clinical Respiratory Care I	4
	<b>Total Credits</b>	<b>16</b>

<b>Spring Semester Year 1</b>		
BSC 2086*	Human Anatomy and Physiology II	3
BSC 2086L*	Human Anatomy and Physiology II Lab	1
RET 1024	Principles of Respiratory Care	3
RET 1024L	Principles of Respiratory Care Lab	1
RET 1350	Pharmacology	4
RET 1292	Clinical Respiratory Care II	4
	<b>Total Credits</b>	<b>16</b>

<b>Fall Semester Year 2</b>		
RET 2283	Introduction to Mechanical Ventilation	4
RET 2283L	Introduction to Mechanical Ventilation Lab	1
RET 2434C	Respiratory Care Chemical Analysis	3
RET 2714	Pediatric/Neonatal Respiratory Care	3
RET 1293	Clinical Respiratory Care III	5
	<b>Total Credits</b>	<b>16</b>

<b>Spring Semester Year 2</b>		
RET 2264	Advanced Mechanical Ventilation	3
RET 2264L	Advanced Mechanical Ventilation Lab	1
RET 2284	Intensive Respiratory Care	3
RET 1295	Clinical Respiratory Care IV	4
RET 2934	Respiratory Case Management Seminar	2
RET 2936	Respiratory Registry Preparation	3
	<b>Total Credits</b>	<b>16</b>

\* Course can be completed before program start.