

**COAHOMA COMMUNITY COLLEGE  
ASSOCIATE DEGREE RESPIRATORY CARE PROGRAM**

**Application & Admission Procedure**

**General Information**

The application submission time frame for the Respiratory Care Program is **January 1<sup>st</sup> to June 30.**

Contact the Respiratory Care Department (662-621-4159) for clarification or questions regarding application.

Application can be made in the last semester of completing pre-requisites.

**Application to Coahoma Community College**

An application to Coahoma Community College **must be made or updated before** applying to the Respiratory Care Program.

Go to [www.coahomacc.edu/admissions/index.html](http://www.coahomacc.edu/admissions/index.html) for the college application form(s). The 5 requirements for general admission are a completed CCC application, high school transcript, ACT, Social security card, and immunization record (form on website).

**Pre-Admission Requirements for the Respiratory Care Program**

1. All requirements for general admission to the college must be met.
2. All pre-requisites are to be completed by the end of the Summer II semester.

Required Pre-Requisites:

- Anatomy & Physiology I & II 8 hrs
3. A cumulative GPA of 2.0 is required on pre-requisites.
  4. A minimum grade of “C” is required in all courses.
  5. Anatomy and Physiology I & II and Labs must have been taken within the last **5 years.**
  6. Admission to the Respiratory Care Program is competitive according to weighted criteria. Meeting pre-acceptance requirements does not guarantee admission.

**Application Process**

**The following documents must be submitted to the Respiratory Care Program by March 31<sup>st</sup> for an applicant to be considered for admission:**

1. Completed CCC Associate Degree Respiratory Care application
2. **Official** copy of transcripts from each college or university attended. (Request 2 official copies of transcripts from each college/university attended, to be sent to student directly and then submitted with the application. To be official, transcripts must remain sealed in the original envelope.)
3. CCC transcripts-go to CCC’s Admission Office and request that an official CCC transcript be sent to the Respiratory Care Program either by sealed envelope or by E-script.
4. Official ACT (American College Test) scores TEAS scores
5. Official high school transcript

6. Signed/witnessed Respiratory Care program performance standards
7. Signed/witnessed criminal background check information form
8. Signed/witnessed drug policy understanding

All application information must be received by the Respiratory Care Program no later than June 31 to be considered. Incomplete applications will not be considered.

**Submit COMPLETED application packet to the Coahoma Community College Respiratory Care Program, 901 Ohio Street, Clarksdale, MS, 38614 by mail or in person.**

### **Notification of Acceptance/Non-acceptance**

Letters of acceptance or non-acceptance will be mailed by the end of June. If a letter of acceptance is received, the recipient should respond within one week **in writing** using the “Confirmation of Acceptance ” form included with the letter . Not confirming acceptance within a week can result in the admission slot being given to another applicant.

### **Post Acceptance Requirements due by the end of the first semester**

Once accepted into the Respiratory Care Program, the following will be required **at the student’s own expense** and are due **no later than the end of the first semester**.

1. Evidence of vaccine or proof of titer for Hepatitis B and Varicella and current Tetanus and Tuberculosis (TB) vaccines.
2. Current American Heart Association Basic Life Support (BLS) certification for health care providers. This must be maintained until graduation.
3. Criminal background check clinical clearance letter. (arranged by school)

**Students will not be allowed to start Spring classes if the above requirements are not met by the specified time.**

### **Other Important Information:**

1. Student malpractice insurance is obtained through the school and charged to the student after the fall semester begins.
2. Each student is responsible for their own transportation which includes access to a dependable car at their, a valid driver’s license, and proof of insurance as required by law.
3. Travel to clinical facilities for required clinical experiences is the responsibility of the student.
4. Clinical hours are based on 12 hours shift on Monday, Tuesdays and Wednesdays of the second year.
5. Students must have access to the internet, a computer, e-mail and a working telephone number.

**COAHOMA COMMUNITY COLLEGE  
RESPIRATORY CARE PROGRAM  
APPLICATION**

*Coahoma Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, disability, national origin, race, religion, sex, handicap, or status as a veteran or disabled veteran.*

Check the following:  
I am applying to the Respiratory Care program.

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Student's Name \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip) (County)

Mailing Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_  
(Home) (Work) (Cell)

E-mail Address \_\_\_\_\_ U. S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been admitted to CCC? Yes \_\_\_\_\_ No \_\_\_\_\_ When \_\_\_\_\_

If yes, under what name? \_\_\_\_\_

Admitted to any other Respiratory program? \_\_\_\_\_ where \_\_\_\_\_

Reason for non-completion \_\_\_\_\_

**PRIOR EDUCATION:**

High School graduation date \_\_\_\_\_ High School GPA \_\_\_\_\_ GED \_\_\_\_\_

College Degrees earned \_\_\_\_\_

Last college attended \_\_\_\_\_

Are you currently enrolled in college courses? \_\_\_\_\_ Expected completion date \_\_\_\_\_

ACT score (composite) \_\_\_\_\_ Courses presently enrolled in \_\_\_\_\_

Have you ever been convicted of, plead no contest to, or are charges pending against you for a felony or misdemeanor in any state? (Includes moving vehicle violations) YES \_\_\_\_ NO \_\_\_\_

If yes, please explain \_\_\_\_\_

Have you ever been convicted of a felony, or plead guilty to, or plead no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult? YES \_\_\_\_ NO \_\_\_\_

If yes, please explain \_\_\_\_\_

**All applicants should be advised of the following:**

1. Any statement made on this application which is false and known to be false by the applicant at the time of making such statement, shall be deemed fraudulent and subject the applicant to disciplinary proceedings.
2. Admission to the Respiratory Care Program may be denied based on the results of the criminal background check.

I certify that the information on this application is true and accurate.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**RESPIRATORY CARE**  
 (Leading to A.A.S. degree)  
 Advisors: A. Brooks, B. Swatzell  
 Health Sciences Division  
 Major Code: RES

This program of study combines training in the technical and clinical aspects of respiratory and general education courses necessary to provide the student with the knowledge necessary to give direct care to patients with respiratory/cardiac health problems. Upon completion of this program, the student is awarded the Associate of Applied Science degree.

**Prerequisites: Hours**

Human Anatomy and Physiology I Lecture (BIO 2513) 3  
 Human Anatomy and Physiology I Lab (BIO 2511) 1  
 Human Anatomy and Physiology II Lecture (BIO 2523) 3  
 Human Anatomy and Physiology II Lab (BIO 2521) 1

**Freshman Year**

<u>Fall Semester</u>	<u>Semester Hours</u>	<u>Spring Semester</u>	<u>Semester Hours</u>
ENG 1113 English Comp	3	Elective Humanities/Fine Arts*	3
CSC 1113 Computer Concepts	3	Elective Math/Science**	3
SPT 1113 Oral Communications	3	LLS 1311 Orientation	1
RCT 2333 Cardiopulmonary Path	3	Elective Social Behavioral/Science ***	3
RCT 1214 Respiratory Care Science	4	RCT 1223 Patient Assess/Planning	3
<u>RCT 1313 Cardiopulmonary A&amp;P</u>	<u>3</u>	<u>RCT 1416 Respiratory Care I</u>	<u>6</u>
Total	19	Total	19

**Summer Terms 1 & 2**

RCT 1424 Respiratory Care II	4	RCT 1613 Respiratory Pharm.	3
<u>RCT 2613 Neonatal Pediatrics</u>	<u>3</u>	<u>RCT 1322 Pulmonary Functions</u>	<u>2</u>
Total	7	Total	5

**Sophomore Year**

<u>Fall Semester</u>	<u>Semester Hours</u>	<u>Spring Semester</u>	<u>Semester Hours</u>
RCT 1516 Clinical Practice I	6	RCT 2534 Clinical Practice III	4
RCT 1524 Clinical Practice II	4	RCT 2546 Clinical Practice IV	6
<u>RCT 2434 Respiratory Care III</u>	<u>4</u>	<u>RCT 2713 Resp. Care Seminar</u>	<u>3</u>
Total	14	Total	13

\* Music or Art Appreciation

\*\* Intermediate Algebra or higher, Chemistry I, Microbiology, Physics

\*\*\* Intro to Sociology, Psychology, Marriage and Family

COAHOMA COMMUNITY COLLEGE  
RESPIRATORY CARE PROGRAM

Mailing Address:  
Coahoma Community College  
3240 Friars Point Road  
Clarksdale, Mississippi 38614

Physical Location:  
Allied Health Building  
901 Ohio Street  
Clarksdale, Mississippi 38614

Telephone: 662-621-4159

Website Address: [www.coahomacc.edu](http://www.coahomacc.edu)

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Type of Program: Allied Health

Length of Time: 6 semesters (4 academic semesters and 2 summer sessions)

Credits required for graduation:

- 77 hours each program

Degree awarded:

- Associate in Applied Science (AAS)

Estimated Costs/Fees:

Please refer to <http://www.coahomacc.edu/admissions/tuition.html> for current institutional fees.

There is an additional \$450 per semester respiratory care fee. Included in this fee are clinical fees, background checks, uniforms, professional development clinical convention fees, standardized testing, CoARC CRT/RRT Self-Assessment Exam fees as appropriate for each semester. This fee is not charged during summer sessions.



COAHOMA COMMUNITY COLLEGE  
RESPIRATORY CARE PROGRAM

Performance Standards for Admission and Progression

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful Respiratory Care Program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Performance Standards for Admission and Progression.

In order to successfully complete the Respiratory Care Program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment.**

*Examples*

- prioritize information and identify cause-effect relationships in the clinical setting
- analyze assessment findings and use findings to plan and implement care
- evaluate plan of care and make revisions as appropriate
- make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of Respiratory Care
- demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

*Examples*

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member and a team leader
- recognize crises and institute appropriate interventions to help resolve adverse situations

3. **Demonstrate appropriate verbal and written communication skills.**

*Examples*

- speak English coherently to clients, families, and other staff members
- clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
- provide clear, understandable written client documentation based upon proper use of the English language
- convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

4. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

*Examples*

- physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide Respiratory Care
- lift a minimum of 20 pounds of weight
- transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
- provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- perform CPR satisfactorily and respond quickly in an emergency situation

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective Respiratory Care.**

*Examples*

- demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
- hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
- calibrate and use equipment
- maintain sterile technique when performing sterile procedures

6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.**

*Examples*

- hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations
- perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

PLEASE CHECK:

\_\_\_\_\_ I do not require special accommodations to meet the performance standards.

\_\_\_\_\_ I will need the following accommodations to meet performance standards.

Please list \_\_\_\_\_  
\_\_\_\_\_

I understand the requirements and feel that I can achieve the performance standards described for the Respiratory Care Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Return this completed form with your application information.**

COAHOMA COMMUNITY COLLEGE  
RESPIRATORY CARE PROGRAM

BACKGROUND INFORMATION SIGNATURE FORM

All students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

**Each student must submit a criminal background clinical clearance letter by the beginning of the 2<sup>nd</sup> semester.** The respiratory care program will arrange for a background check to be completed. It is the responsibility of the student to comply with such arrangements. Failure to comply will result in the student's dismissal from the program.

**A clinical clearance letter must be provided to the Respiratory Care Program for a student to be able to meet the clinical agency practice requirements of the program.**

I, \_\_\_\_\_ have read and understand the above information regarding the Mississippi State Law requiring background checks for individuals providing direct patient care in health care institutions regulated by the MS Department of Health.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date of Signature

**\*Return this completed form with your application information.**

**Coahoma Community College**  
**Information Sheet for the TEAS (Test of Essential Academic Skills)**

**What is the TEAS?** The TEAS is a computerized pre-entrance test required for all applicants to the Coahoma Community College (CCC) Respiratory Care Program (ADN) and Practical Respiratory Care Program (PN). The TEAS is used to evaluate applicants for admission to the Respiratory Care program. The TEAS is only one of several criteria used in the selection process. The TEAS evaluates 4 different academic areas-reading, math, science, and English.

**How do I prepare for the TEAS?** The TEAS Study Guide is available for sale in the CCC Bookstore or online at [www.atitesting.com](http://www.atitesting.com).

**How do I register to take the TEAS?** Complete and submit the TEAS Registration Form along with a \$25.00 money order at least one week before the test date chosen. (see TEAS Registration Form)

**Where do I take the TEAS?** The TEAS is given on computer at the CCC Workforce Center at 510 Sunbelt Drive, Clarksdale, MS (located on Highway 49 South), phone number (662) 627-9139. Parking is available in the front of the building.

- All applicants must create an account online prior to the day of testing-
  - Go to [www.atitesting.com](http://www.atitesting.com)
  - At the top left of the screen go to Sign In and click the tab Create an Account
  - Fill in the information
  - Create a user name and password (write it down so you will remember it on the day of the test)
  - After filling in the information click Register
- Bring a picture ID on the day of the test. Applicants will not be allowed to test without it.
- Calculators are not allowed.

**What do I need to make on the TEAS to pass?** A TEAS passing score has not been set. Respiratory Care applicants will be compared by ranked. Other criteria will also be used for the selection process.

**How often can I take the TEAS?**

Applicants may take the TEAS no more than once a year.

**Where do I submit the TEAS Registration Form?**

Attention: Respiratory Care Department  
Coahoma Community College  
Allied Health Building  
901 Ohio St  
Clarksdale, MS 38614  
(662) 621-4159

COAHOMA COMMUNITY COLLEGE  
**TEAS Registration Form**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_

Phone number \_\_\_\_\_

**Space is limited for testing. Please indicate your first and second choice. You will receive confirmation by email.**

**Dates for the TEAS**

- \_\_\_\_\_ Wednesday, January 27, 2010 at 9:00am
- \_\_\_\_\_ Wednesday, February 3, 2010 at 9:00am
- \_\_\_\_\_ Wednesday, February 10, 2010 at 9:00am
- \_\_\_\_\_ Wednesday, February 17, 2010 at 9:00am
- \_\_\_\_\_ Wednesday, February 24, 2010 at 9:00am
- \_\_\_\_\_ Wednesday, March 3, 2010 at 9:00am
- \_\_\_\_\_ Wednesday, March 10, 2010 at 9:00am
- \_\_\_\_\_ Wednesday, March 24, 2010 at 9:00am
- \_\_\_\_\_ Wednesday, March 31, 2010 at 9:00am

\_\_\_\_\_ **Enclosed is my money order for \$25.00 made payable to Coahoma Community College. (required)**

All applicants must have taken the TEAS and submitted their completed application by **March 31** to be considered for admission to the Respiratory Care Program or Practical Respiratory Care Program.

Submit the TEAS Registration form to-  
Attention: Respiratory Care Department  
Coahoma Community College  
Allied Health Building  
901 Ohio St  
Clarksdale, MS 38614  
(662) 621-4159

## **Check List for Completion of Application to the Respiratory Care Program**

\_\_\_\_\_1. Completion of application process with CCC Admission Office; contact CCC Admission Office regarding admission status (662)-621-4176 or 1-866-470-1CCC.

**Submit the following to the Respiratory Care Program, Coahoma Community College, 901 Ohio Street, Clarksdale, MS, 38614, (662) 621-4159, by mail or in person.**

- \_\_\_\_\_2. Completed CCC Respiratory Care application form
- \_\_\_\_\_3. Official copy of transcript(s) from each college/university attended.
- \_\_\_\_\_4. Official ACT (American College Test) scores
- \_\_\_\_\_5. Registration for TEAS with \$25.00 money order  
(optional-purchase TEAS Study Manual from Bookstore or online at [www.atitesting.com](http://www.atitesting.com) to prepare for TEAS)
- \_\_\_\_\_5. Official high school transcript or GED
- \_\_\_\_\_6. Signed/witnessed Respiratory Care program performance standards
- \_\_\_\_\_7. Signed/witnessed criminal background check information form
- \_\_\_\_\_8. Signed/witnessed drug policy understanding

All application information must be received by the Respiratory Care Program no later than June 30 to be considered. Incomplete applications will not be considered.

**Note-TEAS registration and payment can be submitted prior to and separate from the other required application documents.**

Submit COMPLETE application packet to Coahoma Community College Respiratory Care Program, 901 Ohio Street, Clarksdale, Ms. 38614 by mail or in person.