



Hartnell College
Nursing and Allied Health
Hartnell College Main Campus
CALL Building, 2nd Floor
Salinas, CA 93901
831-770-6146



Respiratory Care Practitioner, Associate of Science Degree

Fall 2012 Program Admission

Academic courses to begin Fall 2012, pending approval

Application Checklist

I understand that to be considered for admission to the Respiratory Care Practitioner Program at Hartnell College, I must have completed all of the following:

- All prerequisite coursework
- Application for Admission submitted to Hartnell College Admissions Office, if currently not enrolled.
- American Heart Association Healthcare Provider CPR certification
- High School, through 12th grade or equivalent
- Consultation with a Hartnell College counselor, *if* required courses were taken elsewhere

The completed Respiratory Care Practitioner Program application and the following documents must be received in the Hartnell College Nursing and Allied Health Program office by Monday, March 5, 2012, 4:30 pm. There are no exceptions.

- One (1) sealed, official Hartnell College transcript mailed to Hartnell College Nursing and Allied Health Program office or submitted with the application packet.
- Two (2) official transcripts from every college attended. One transcript must be mailed or submitted with the application packet to the Hartnell College Nursing and Allied Health office and one must be mailed or submitted to the Hartnell College Office of Admissions and Records.
- Proof of US high school education through 12th grade as documented by an official high school transcript, GED report, proficiency report, or foreign high school equivalency certification by an outside credential evaluator.
- Three (3) completed Recommendation/Rating Forms.
- One-page typed statement on work or volunteer experience, preferably in a health-related field.
- Authorized Request for Course-to-Course Evaluation Form for coursework completed at other colleges or institutions. Foreign transcripts must be evaluated by an outside credential evaluator before a Request for Course-to-Course Evaluation Form can be completed by a counselor.
- Copy of current American Heart Association Healthcare Provider CPR card.



Hartnell College
Respiratory Care Practitioner Program
Associate of Science Degree
Fall 2012 Program
Admission and Application Instructions



Minimum Requirements for Admission Eligibility:

- Hartnell College enrollment: If not currently enrolled, a Hartnell College Application for Admission indicating eligibility must be completed and on file in the Office of Admissions and Records.
- Completion of high school: Official high school transcript or equivalent required.
- Completion of all prerequisite courses with a grade of "C" or better as documented on official transcripts
- 2.0 Science GPA Requirement: Completion of anatomy, physiology, and microbiology prerequisites with an overall GPA of 2.0. The science GPA will be reduced by 0.33 for each W, D, F and/or repeat within the last 7 years.
- Current American Heart Association Healthcare Provider CPR certification

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Selection Process

Selection to the Hartnell College Respiratory Care Practitioner Program is based on criteria established by the Hartnell College Nursing and Allied Health Program. The criteria include overall college GPA, English GPA, and core science GPA for anatomy, physiology, and microbiology courses. Letters of recommendations and performance ratings from persons familiar with the applicant's work and/or education in a health-related field are considered during the selection process. Drug screening and a Lifescan background check are completed after conditional acceptance in the program. Questions regarding these requirements should be directed to the Hartnell College academic counselors or to the Director of Nursing and Allied Health.

Application Process

The Respiratory Care Practitioner Program (RCP) has a separate admission application process from the Hartnell College admission process. General college application materials are available in the Office of Admissions and Records or on the Hartnell College website (www.hartnell.edu). The RCP information packets and applications are available in December for the following Fall semester. They are available in the Nursing and Allied Health Program office and on the Hartnell College website. The completed application with official documents of verification must be submitted in person to the office by the published deadline date. There are no exceptions.

Application Dates and Contact Information

Final Submission Date: Monday, March 5, 2012 by 4:30 pm

Acceptance/Denial Notification by mail: April 9, 2012

Orientation: Wednesday, May 16, 2012 4-6pm. All accepted students are required to attend.

Respiratory Care Practitioner Program:

Mailing address: Hartnell College Nursing and Allied Health Program, 411 Central Avenue, Salinas, CA, 93901

Office location: Hartnell College Main Campus, CALL Building, Second Floor

Tele: (831) 770.6146 Fax: (831) 770.6144

Hartnell College Counseling: Tele: (831) 755.6820

Hartnell College Office of Admissions and Records: 411 Central Avenue, Salinas CA 93901; 831.755.6711

Official Transcripts:

- High school: Proof of US high school education through 12th grade as documented by one of the following: One (1) official high school transcript, GED report, or a foreign high school equivalency certification by an outside credential evaluator.
- Hartnell College: Applicants must request that an official, sealed Hartnell College transcript be sent to the Nursing and Allied Health Program office.
- Other Colleges: Official transcripts from colleges other than Hartnell College must be mailed or delivered to Hartnell College Admissions and Records *and* to the Nursing and Allied Health Program Office.
- Request for Course-to-Course Evaluation Form: A counselor must evaluate course descriptions provided by the student for each prerequisite or general education course completed at another institution. Once reviewed, the counselor completes and signs the form that must be included with the respiratory care application. Appointments with the counselor may be made by calling the Hartnell College Counseling Office.
- Foreign High Schools and Colleges: Official transcripts must be evaluated for course work equivalency to United States educational standards by a credentials evaluation service approved by Hartnell College. For required prerequisite or co requisite courses, a comprehensive evaluation including subjects, units, and grade listings is required. For US high school through 12th grade documentation and an equivalency letter is acceptable. Hartnell College Office of Admissions and Records should be contacted for more information.

Rating/ Recommendation Forms:

Recommendations from three (3) sources are required, preferably from those who can comment on the applicant's health-related coursework or employment in a health-related field (e.g., CNA, MA, HHA, Paramedic). Personal recommendations from relatives or friends are not accepted.

Health-related Work Experience Statement:

A brief (typed) statement on the applicant's work or volunteer experience in health-related field must be submitted.

American Heart Healthcare Provider CPR certification:

Applicants must provide proof of current American Heart Association Healthcare Provider CPR Certification. No other certification is accepted.



Hartnell College
Respiratory Care Practitioner Program
Associate of Science Degree
Application for Fall 2012, pending program approval



Name: _____

Healthcare-related Work Experience Statement

RESPIRATORY CARE PRACTITIONER STUDENT APPLICANT:

Please type a brief statement on your healthcare-related work or volunteer experience. Please include additional information you would like to share during the application process.



Hartnell College
 Respiratory Care Practitioner Program
 Associate of Science Degree
Application for Fall 2012 Admission



Recommendation/Rating Form

TO THE APPLICANT:

Provide this form to persons familiar with your work and/or education as it relates to healthcare. Each form should be returned to the Hartnell College Nursing and Allied Health Program office in a sealed envelope unless you do not waive the right to examine the responses. Three (3) recommendations are required. You may photocopy this form.

TYPE OR PRINT THE FOLLOWING INFORMATION:

Applicant Name _____

Mailing Address _____

Present Occupation _____ Employer/Institution _____

Expected Date of Acceptance _____

Name /Title of Evaluator _____

Relationship to Applicant _____

I hereby waive the right to examine this evaluation. *I do not want to review my references.*
 do not waive the right to examine this evaluation. *I want to review my references.*

Applicant's Signature _____ Date _____

TO THE EVALUATOR:

The person named above has applied for admission to the Respiratory Care Practitioner Program at Hartnell College and has asked you to evaluate her/his ability to work in healthcare. If the applicant has not waived the right to review this rating form, you should consider it non-confidential, and you may return the form uncompleted. Evaluations must be received by Monday, February 27, 2012 in the Hartnell College Nursing and Allied Health Program office.

- How long have you known the applicant and in what capacity? (Give dates, if possible)

For Instructors only: Course Name: _____

Ranking in the course: Top: _____ % of approximately _____ students

2. Estimate of Potential:
 _____ Outstanding _____ Above Average _____ Average _____ Below Average

3. Please rate the applicant in comparison with others you have known and/or supervised:

	Upper 5%	Upper 10%	Upper 25%	Upper 50%	Lower 50%	Cannot Rate
Academic Ability						
Oral Communication						
Written Communication						
Motivation/ initiative						
Cooperation						
Emotional Maturity						
Dependability						
Creativity						
Ability to work with others						
Critical Thinking						
Integrity						
Overall Potential						

4. Recommendation concerning admission (check one):
 _____ I recommend the applicant with confidence.
 _____ I recommend the applicant with reservation. (Please explain in Item #5.)
 _____ I do not recommend the applicant. (Please explain in Item #5.)

5. Please provide additional comments on the applicant's potential in the Allied Health Program. Include any particular strengths and/or weaknesses. We appreciate your candid appraisal. Attach additional sheet, if necessary.

Please Print or Type:

Signature: _____ Name: _____

Position/Title: _____ Date: _____

Company or Institution: _____ Phone: _____

Please mail to: Hartnell College
 ATTN: Nursing and Allied Health Program
 411 Central Avenue
 Salinas, CA 93901