

COLLEGE
APPLICANTS



NORTHERN ESSEX
COMMUNITY COLLEGE
Haverhill • Lawrence

**CHECKLIST FOR RESPIRATORY
CARE PROGRAM APPLICANTS**

For September 2011 Admission

Dear Student:

You may wish to use this checklist to create a personal record of the documents/activities you have completed towards applying to the Respiratory Care Program.

Admission Information:

Admission to the Respiratory Care Program is competitive. There are more qualified applicants applying to the program than there are seats available. The Respiratory Care Program Admissions Committee reviews **completed applicant files** and makes admission decisions on an on-going basis.

Academic Advising:

Individuals interested in applying to the Respiratory Care Program are required to meet with an advisor when starting the admission process to assist with questions and clarify the process.

- APPLICATION FOR ADMISSION** (if you are a new student or have not been enrolled for the previous three years) Major Choice: General Studies: Respiratory Care
- Official transcript showing evidence of high school graduation, or the equivalent with passing GED scores.**
- Official college transcript(s)** if transfer credits are being requested.
- Mandatory Respiratory Program Information Session** attended. For Information Session dates, go to <http://www.necc.mass.edu/academics/courses-programs/areas/health/information-sessions/>
- NECC Assessment Testing Required: reading, writing and mathematics**
Note: Students who have successfully completed specific college courses may be waived from the assessments. Please talk to an advisor for further information. To obtain assessment schedule call the Assessment Center (978-556-3428). Assessment results must indicate that the applicant does not need to take any of the following courses: College Reading, Basic Writing, or Basic Algebra II or Applied Technical Math. Applicants who place into one or more of these courses must take the course(s) in order to meet the Respiratory Care Program admission criteria.
Reading Assessment completed on _____.
Writing Assessment completed on _____.
Mathematics Assessment completed on _____.
- Prerequisite courses documented:**
Science. (Two science courses, taken either in high school or college, with a grade of 'C' or higher. One of the science courses must be in human biology with lab, anatomy and physiology, chemistry, or physics. Program must be completed within five (5) years prior to the anticipated start date of the Respiratory Care Program to count as credits towards completing the program. Specific science courses (listed above) completed beyond the five year limit with a grade of 'C' or higher may serve to meet prerequisite course requirements needed for the review process.
- Completion of the Test of Essential Academic Skills (TEAS).** See attached TEAS Fact Sheet.

IMPORTANT FINAL STEP:

- Change of Major/ACTION FORM** –Upon completion of all of the above items from the checklist, meet with an advisor to determine if you are eligible to fill out a Change of Major/Action Form to be considered for acceptance to the Respiratory Care Program for Fall 2011. You may need to bring

documentation of specific criteria to the advisor. You will be required to sign the Change of Major/Action form and you will be given a copy for your records. **All checklist items, including proof of completion of the TEAS, MUST be presented as part of your final step.**

The Respiratory Care Program and the Division of Health Professions are committed to educating a workforce that mirrors the rich socioethnic culture of the communities we serve. Therefore, we endeavor to attract and recruit a diverse group of students for each incoming class. We also reserve the right to invoke a geographical preference for applicants from the college's primary service area.

ADDITIONAL PROGRAM INFORMATION

Important Dates:

While there is no deadline for completing applications to the Respiratory Care Program, we encourage you to do so as soon as possible. Completed applications are reviewed and admission decisions are made on an on-going basis.

Program Capacity

The Respiratory Care Program has a limited number of seats. In general, the College accepts up to 24 students to begin this program each September.

The criteria describe the MINIMUM standards that must be met in order to be reviewed for admission to this program. Currently, the number of qualified applicants exceeds the number of available seats.

No single criterion is used to make the admission decision; rather, each applicant is evaluated based upon the entire file of information provided to the College as part of the admission process. Academic grades are important criteria, and these factor strongly in the admission decision.

Wait List Status

The Respiratory Care Program Review Committee establishes a Wait List for qualified applicants who are not initially accepted into the program. The Wait List is approximately 50% of the program capacity. Students are called from the Wait List on a space available basis. Students who are placed on the Wait List, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year.

If there are significant changes in the admission criteria, students on the Wait List may be required to comply with the new criteria. This decision is at the sole discretion of the academic program faculty.

Transfer Credits

Transfer credits from other colleges/universities are awarded only for comparable courses that are completed with a grade of 'C' or higher.

Science courses must have been taken not more than five (5) years prior to the anticipated start date of the Respiratory Care Program to count as credits towards completing the program.

Health Requirements

Information regarding the College's health requirements will be sent to you upon your acceptance to the program.

Information about the program's Technical Standards, describing the physical and behavioral characteristics required to successfully complete the program, are available at our website, <http://www.necc.mass.edu/programs/health/criteria.php> and we encourage you to review these as soon as possible.

CPR Certification

All students in the Respiratory Care Program are required to hold CPR certification at the Health Care Provider level. Evidence of current certification is required before a student is allowed to participate in clinical education courses, and certification must be maintained throughout the program.

Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)

Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI or SORI reports. Depending on the contents of a student's CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). For more information, contact the Registrar at 978-556-3700.

Clinical Affiliate Random Drug Screening Analysis Notification To Students

Please be advised that students enrolled in the following Health Professions programs may be required to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical facility. Students who are assigned to clinical education experiences at the clinical facilities may be required to undergo and pass random drug screening analysis in order to remain at that clinical facility. Students who either fail to pass, or refuse to submit to, a drug screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program. Health Programs in which Students are Subject to Drug Screening Analysis: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing – Associate Degree, Phlebotomy Technician, Sleep Technologist, Practical Nursing, Radiologic Technology, Respiratory Care. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

Information about Licensure

In order to practice respiratory care in Massachusetts, individuals must obtain a license, which according to law requires that individuals must: complete an accredited respiratory care program, apply to the Board, be of good moral character, pass a licensure examination, and pay the appropriate fee before licensure may be obtained. For further information about licensure as a respiratory therapist in the Commonwealth of Massachusetts, please visit <http://www.mass.gov/dpl/boards/rc/cmr/26102.htm>

**RESPIRATORY CARE PROGRAM
TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)
ADMISSION TEST FACT SHEET**

1. What is the Test of Essential Academic Skills (TEAS)?

This test is an assessment of an applicant's scholastic aptitude. It is designed to predict academic readiness of an applicant prior to admission into the Respiratory Care Program. The specific test used by NECC is the Test of Essential Academic Skills (TEAS).

2. What academic content areas will I be tested on?

The TEAS consists of four content areas: Math, Reading, English and Science.

*The **Math** subtest covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages and ratio/proportion.*

*The **Reading** subtest covers paragraph comprehension, passage comprehension, and inferences/conclusions.*

*The **English** subtest measures knowledge of punctuation, grammar, sentence structure, words and spelling.*

*The **Science** portion of the test covers scientific reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles and general science.*

3. Are there essay questions on this test?

No. This test consists of all multiple choice questions with one correct answer.

4. How long will it take for me to complete this test?

This test will take approximately four hours. Each of the four content area tests must be completed within a specified time. You will be given a short break between the first 2 sections and the last 2 sections

5. Is there a particular score I must achieve on the TEAS?

You must achieve a minimum score of 50% on the Composite Score and on EACH of the Four Subscale scores.

6. Is there any way that I can prepare for this test?

Yes. There is a Pre-Test Study Manual which you may purchase to assist you in preparing for this test. The study manual provides sample questions and general information in the areas of Reading, Math, Science and English. You may purchase this manual at the NECC Bookstore or online www.atitesting.com. You may also purchase and take an Online TEAS Practice Assessment by going to www.atitesting.com.

7. When will I take the TEAS and how do I sign up for it?

*The TEAS is administered on established dates which will begin in September and end in June. You may schedule your TEAS date after August 1, 2010, by sending an email to TEAS@necc.mass.edu. You will need to provide your name, address, telephone number and either your social security number or you NECC ID # and request that TEAS info be forwarded to you. Following this, you will receive through email, instructions regarding registration and payment to take the TEAS. **No applicant will be allowed to take the TEAS without completing the TEAS registration process prior to the test date.***

8. How often can I take the admission test?

An applicant may take the admission test one time during an admission cycle. Test results will be used for that admission cycle only.

9. Is there a fee to take the test?

*Yes. A fee of \$55.00 must be paid to NECC **prior** to taking this test to reserve a seat for you. The fee must be paid using either a **cashier's check or money order**. **No personal checks or cash will be accepted**. **No form of payment will be accepted on the testing date**. **Your Student ID number or your Social Security number must be written on the check or money order and returned with your confirmation sheet.***

10. What should I do if an unforeseen event occurs and I cannot attend the testing session?

*You should **immediately** notify the TEAS Testing Coordinator at 978-556-3026. There will be one opportunity for you to reschedule the test within a specified time period.*

11. Will I receive a refund of the testing fee if I decide not to take the test?

If you decide not to take the test and notify the TEAS Testing Coordinator at 978-556-3026 at least 48 hours before the scheduled test, you will receive a refund of \$25. The remaining \$30 will be retained by NECC to cover the administrative costs. No refunds are given if you cancel less than 48 hours before the scheduled test, and if you simply change your mind and do not appear for your scheduled test.

12. What should I bring with me on the testing date?

*You must **bring 2 forms of identification including a picture ID and two #2 pencils**. Bottled water may be brought to the testing area. No food, calculators, beepers or cell phones are allowed. As room temperature varies, it is suggested that you dress in layers to accommodate the environment.*

13. How will I know how I performed on this test?

Approximately 72 hours after the test is received at ATI, you can go to www.atitesting.com to see your test results.