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**Respiratory Therapy Program Application Packet**

Dear Respiratory Therapy Student Applicant,

Thank you for your interest in the River Valley Community College Respiratory Therapy program. We encourage you to review the Respiratory Therapy program website @ <https://www.rivervalley.edu/program/respiratory-therapy/> before applying and contact us if you have any additional questions.

The purpose of this document is to provide information to guide you through the application process as well as share important information specific to programmatic requirements.

We look forward to working with you!

Sincerely,

Kathy Hilliard, RRT, RCP, BS

Respiratory Therapy Program Director

email: [khilliard@ccsnh.edu](mailto:khilliard@ccsnh.edu)

phone: 603.542.7744 ext. 5414

**Admission Policy and Procedure for Respiratory Therapy Program**

The RVCC Respiratory Therapy Program is a competitive program with limited seating. Admissions are rolling and the cohort is closed when the max of 16 students have been accepted. The program begins in the summer semester with core liberal arts courses (College Composition, Anatomy and Physiology I, and Statistics I). The Respiratory Programmatic courses in the Fall semester. Click here for the full program map



**To apply**:

* Complete the online application via the River Valley admissions website: <https://www.rivervalley.edu/admissions/welcome/>
* Complete this packet and upload it to the Admissions Portal via Target X: <https://ccsnh-apply.force.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Portal__PB>
* If you are a current student and you want to change majors, please discuss this change with your academic advisor. They will assist you with completing the change of major form.
  + <https://www.rivervalley.edu/wp-content/uploads/2020/07/Program-Change-Or-Add-Form.pdf>

**Academic Documents needed to complete your application:**

* Hight school, GED, or HiSET, transcripts
* AP (advanced placement) courses may be eligible for transfer of credit. Please contact the College Board (<https://www.collegeboard.org/>) and request your formal transcript be submitted to RVCC.
* College transcripts - If you have taken any college courses outside of the CCSNH, please request an **official** transcript be submitted to RVCC. Attn: Admissions, 1 College Place, Claremont, NH 03743; electronic submissions can be sent to [RVCCAdmissions@ccsnh.edu](mailto:RVCCAdmissions@ccsnh.edu). If courses were taken within the CCNH system you do not need to request transcripts.
* If you have previously tested out (via CLEP testing) of any previous college courses, please contact the College Boards and request your formal transcript <https://clep.collegeboard.org/>

**SAT scores**

* Submit to [RVCCAdmissions@ccsnh.edu](mailto:RVCCAdmissions@ccsnh.edu)

\*The SAT scores may be waived under the following circumstances

* + - You have successfully completed college-level English or college-level Mathematics course **AND** submitted those transcripts to RVCC **or**
    - Kathy Hilliard, Program Director, has approved the waiver. Please notify her at [khilliard@ccsnh.edu](mailto:khilliard@ccsnh.edu) to request this requirement to be waived

**Pre-requisites for acceptance:**

Provide proof of successful completion of **one** of the following:

* High school Chemistry
* Previous college-level Chemistry
* RVCC course: Introduction to Chemical Principles (minimum grade C) (or equivalent from elsewhere)
* RVCC course: Anatomy and Physiology I (minimum grade C)
* Transferring in college-level Anatomy and Physiology I (minimum grade C) (A&P courses taken elsewhere that had an on-line lab may not transfer for credit to the college)

Via SAT scores or previous college transcripts, provide proof of successful completion of **one** of the

following:

* SAT EBRW (current version of SAT test) Reading/Writing score at least 500
* RVCC course: English Composition I (minimum grade C)
* Transferring in English Composition I or equivalent (minimum grade C)

Via SAT testing, or previous college transcripts, provide proof of successful completion of **one** of the following:

* + SAT math score = 450
  + RVCC course: Fundamentals of Math Literacy (minimum grade of C or higher)
  + RVCC course: Fundamentals of Math Literacy for STEM ((minimum grade of C or higher)
  + RVCC course: Statistics 1 (minimum grade of C or higher)
  + Transferring in college-level Statistics 1 or equivalent (minimum grade of C or higher)

**Program policy acknowledgement**

Carefully review each of the following policies:

* Essential Skills/Technical Standards of a Respiratory Therapy student
* Respiratory Therapy [Cost of Attendance](https://www.rivervalley.edu/wp-content/uploads/2025/04/Respiratory-Therapy-AS-tuition-_-2025.docx)
* Respiratory Therapy [Policies and Procedures](https://www.rivervalley.edu/wp-content/uploads/2025/04/Respiratory-Therapy-Program-Policies-3.26.2025-002.docx)
* Respiratory Therapy [Program Handbook](https://www.rivervalley.edu/wp-content/uploads/2024/08/RVCC-2024-2025-Respiratory-Therapy-Program-Handbook.pdf)
* Clinical Practicum Requirements: HEALTH INFORMATION, CRIMINAL/BACKGROUND CHECK, AND DRUG TESTING

Complete the **Respiratory Program Policy Attestation Signature Page** and upload to the Admissions Portal <https://ccsnh-apply.force.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Portal__PB>

**Advising/Interview/Interview Meeting**

Once all steps are completed, please contact Kathy Hilliard, [khilliard@ccsnh.edu](mailto:khilliard@ccsnh.edu) to schedule an advising meeting. The meeting will take approximately one hour and be conducted via Zoom. Advising meetings will not be scheduled until confirmation that all steps of the application process have been completed.

**ESSENTIAL SKILLS/TECHNICAL STANDARDS OF THE RESPIRATORY THERAPY**

All students in the River Valley Community College (RVCC) Respiratory Therapy program must be able to perform diverse, complex, and specific functions and skills. These attributes include, but are not limited to personal and professional skills, physical agility, medical safety, and other requirements that individuals must possess to be eligible for satisfactory completion of the program of study as well as for the desired field of Respiratory Therapy.

These attributes must be demonstrated with or without reasonable accommodation as described under the Americans with Disabilities Act. The qualifications established by the faculty include but are not limited to the following essential technical standards:

1. **Critical Thinking**: Respiratory therapy students should possess critical thinking ability sufficient for clinical judgment. Students must be able to identify cause-and-effect relationships in clinical situations and develop and/or participate in the development of respiratory care patient plans.
2. **Interpersonal Skills:** Respiratory therapy students shall possess interpersonal abilities sufficient for interaction with individuals, families, groups, etc. from a variety of social, emotional, cultural, and intellectual backgrounds. A student must be able to establish rapport with patients, families, and other healthcare members. The ability to interact effectively with patients, families, supervisors, and co-workers regardless of their race, sex, color, religion, national origin, ancestry, age, sexual orientation, or disability.
3. **Communication Skills:** Respiratory therapy students shall possess communication skills sufficient for interaction with others in verbal and written form. Some examples of this are explaining treatment procedures, initiating health teaching, documenting, and interpreting therapeutic interventions, and patient/client responses.
4. **Mobility:** Respiratory therapy students shall possess physical abilities sufficient to transport a patient from one patient care area to another patient care area and maneuver in small spaces, standing, and walking. A student will need to move around in patients’ rooms, workspaces, and treatment areas, and administer cardiopulmonary procedures.
5. **Motor Skills**: Respiratory therapy students shall possess gross and fine motor abilities sufficient to provide safe and effective respiratory care procedures. Students will need to set up, calibrate, and use equipment, position patients/clients, and perform CPR.
6. **Hearing:** Respiratory therapy students must possess auditory ability sufficient to monitor and assess health needs. A student must be able to hear monitor alarms, and emergency signals, auscultate breath and heart sounds, and hear cries for help.
7. **Visual**: Respiratory therapy students shall possess visual ability sufficient for observation and assessment necessary for safe patient care. For instance, observe patient/client responses, visualize calibration and alarms for equipment, and patient assessment.
8. **Tactile:** Respiratory therapy students shall possess tactile ability sufficient for physical assessment. Some examples are auscultation, percussion, palpation, and the therapeutic modalities related to therapeutic interventions. ABG drawing, suctioning, and CPT treatments on clients.
9. **Weight Bearing:** Respiratory therapy students shall possess the ability to lift and/or manipulate 40-50 lbs. Position clients/patients and move/push equipment and patients around the hospital.
10. **CPR:** Respiratory therapy students must be able to perform chest compressions.
11. **Computer Skills:** Respiratory Therapy students must be able to navigate computer-based software programs.
12. **Occupational exposures:** Respiratory therapy students may be exposed to communicable diseases and or bodily fluids, toxic substances, and medicinal preparations, and shall always use appropriate precautions. (Examples are not all-inclusive)
13. **Standing:** Respiratory Therapy students must have the physical stamina to stand and walk for up to 13 hours in the clinical setting.
14. **Cognitive Abilities:**
    1. Respiratory therapy students shall possess the ability to be oriented to time, person, and place, organize responsibilities, and make decisions. For example, the student shall assess patient complaints and suggest/ implement appropriate treatment.
    2. The ability to handle the emotional stress of working with patients in need of compassionate health care.
    3. The ability to maintain personal hygiene consistent with the close personal contact associated with patient care.
    4. The ability to portray professional behavior in all areas, including professional presentation, academic and professional responsibility, ethics, and commitment to learning.
    5. To abide by the policies and procedures of RVCC, as detailed in the RVCC Student Handbook, and policies of the Respiratory Therapy Program.

**Clinical Practicum Requirements**

**Health Information, Criminal Background Check, and Drug Testing Policy**

Work-based learning (WBL) is an educational opportunity for students to apply learning to the professional workplace environment, preparing the Respiratory Therapy student for practice as a new graduate and provides experience treating patients under the supervision of licensed respiratory therapists.

Work-based learning practicum experience has specific requirements per healthcare facility. These requirements include immunizations, background checks, drug testing, and written documentation and/or orientation modules. These requirements must be fulfilled by the student by the deadline set by the healthcare facility or RVCC Respiratory Therapy faculty. Failure to meet these requirements in a timely manner may result in a student being unable to attend practicum until the requirements are met. Continued non-compliance with meeting the practicum requirements may result in an Administrative Failure (AF) in the course per the absence policy.

Failure to complete background checks and/or drug screenings by RVCC and/or clinical agency-specified timeframes will result in a student being denied access to the work-based learning practicum resulting in an Administrative Failure (AF) in the course.

Students with a positive drug screen will be denied access to the work-based learning clinical resulting in an Administrative Failure (AF) in the course.

If a healthcare agency refuses to allow the student to participate in a work-based learning clinical experience based upon a criminal background check result or behavioral concern, an Administrative Failure (AF) will result.

Clinical experiences are arranged in local health care facilities in New Hampshire, Vermont, and Massachusetts and may be scheduled on days, evenings, or weekends. The student is responsible for transportation to and from the practicum site. Students can discuss preferences for clinical sites, but it is not guaranteed that a student will get their top choice for practicum placement

Costs of background checks and drug tests are the responsibility of the student

**Required Clinical Documentation\***

* Verification of current health insurance (photocopy of card)
* American Heart Association BLS for Healthcare Providers (included in the curriculum)
* Criminal background check
* Verification of a two-step TB skin test (with 1-3 weeks in between first and second test) or a QuantiFERON Gold blood test for initial screening
  + If either the TB skin test(s) or the QuantiFERON Gold blood test is (are) positive, a student must have a negative chest x-ray and medical screening to rule out active pulmonary tuberculosis and to determine if treatment is necessary for either active tuberculosis disease or latent tuberculosis infection.
* Completed health history physical exam form with the following:
  + Completed vaccine series OR immunity to the following diseases:
* Varicella (Chicken Pox)
* Measles, Mumps, Rubella (MMR)
* Tetanus, Diphtheria, Acellular Pertussis (TDaP)
* Hepatitis B (and or signed waiver)
* Influenza
* Covid-19 vaccination

\*The practicum portion of the program is offered at area health care facilities (“clinical sites”). Clinical sites establish their own requirements for persons entering their facilities for educational purposes. Clinical sites may have established vaccination requirements, including vaccination for COVID-19. As with all clinical program requirements, the clinical site reserves the right to deny participation to any student who does not meet required clinical criteria and does not follow clinical site policies. Individual programs of study do not have the authority to secure clinical experience(s) for students who do not meet eligibility criteria. Students participating in clinicals must adhere to the sites’ requirements. While these are not college requirements, failure to adhere to the clinical site requirements will result in ineligibility to complete the Respiratory Therapy program.

**If you have concerns, please contact the Respiratory Therapy Program Director (**[**khilliard@ccsnh.edu**](mailto:khilliard@ccsnh.edu)**) early in the application/ orientation process to discuss/review potential barriers to meeting these requirements.**

**Respiratory Program Policy Attestation Signature Page**

**Essential Skills/Technical Standards of a RESPIRATORY THERAPY student**

I can perform the Essential Skills/Technical Standards (select one response):

* with reasonable accommodations (student is required to provide proof of disability to the Accessibility Services Coordinator before receiving accommodations)
* without reasonable accommodations

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have reviewed Essential Skills/Technical Standards of a RESPIRATORY THERAPY student policy.

I understand the information presented in this policy and I have any specific questions or if there's something I would like further clarification on I may contact Respiratory Therapy Program faculty.

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

**Clinical Practicum Requirements : Health Information, Criminal Background Check, and Drug Testing Policy**

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have reviewed the Clinical Practicum Requirements: Health Information, Criminal Background Check, and Drug Testing Policy.

I understand the information presented in this policy and I have any specific questions or if there's something I would like further clarification on I may contact Respiratory Therapy Program faculty.

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