



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 webpage](#) 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, MSRT, BS RRT, RCP
Respiratory Therapy Program Director
email: 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 start in the Fall semester. Click [here](#) for the full program map. [2025 2026 Program Map AS Respiratory Therapy](#)

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 your application via the [Admissions Portal](#)
- ☐ 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.
 - o <https://www.rivervalley.edu/wp-content/uploads/2020/07/Program-Change-Or-Add-Form.pdf>

Academic Documents needed to complete your application:

- ☐ Official high 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 that your formal transcript be submitted to RVCC.
- ☐ College transcripts - If you have taken any college courses outside of the CCSNH, please request that an **official** transcript be submitted to RVCC. Attn: Admissions, 1 College Place, Claremont, NH 03743; electronic submissions can be sent to RVCCAdmissions@ccsnh.edu.
- ☐ If courses were taken within the CCSNH 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
- ☐ SAT scores may be waived under the following circumstances:
 - o Your official high school and/or college transcripts have courses in English and Math with a C or higher
 - o Kathy Hilliard, Program Director, has approved a waiver. Please contact khilliard@ccsnh.edu to request this requirement to be waived.

Pre-requisites for acceptance:

Anatomy & Physiology Pre-Requisite: Provide proof of successful completion of **one** of the following:

- ☐ High school Chemistry
- ☐ Previous college-level Chemistry
- ☐ RVCC's free online [A&P Prep Course](#)
- ☐ RVCC course: Anatomy and Physiology I (minimum grade C)
- ☐ Transferring in college-level Anatomy and Physiology I (minimum grade C) (Fully online courses with no in-person lab may or may not be accepted)

English Requirement: Via **high school transcript, college transcript, or SAT testing**, provide proof of successful completion of **ONE** of the following:

- ☐ High School courses in English (minimum grade C)
- ☐ SAT Reading/Writing score at least 500
- ☐ RVCC course: College Composition I (minimum grade C)
- ☐ Transferring in College Composition I or equivalent (minimum grade C)

Math Requirement: Via **high school transcript, college transcript, or SAT testing**, provide proof of successful completion of **ONE** of the following:

- ☐ High School courses in Math (minimum grade C)
- ☐ SAT Math score at least 450
- ☐ RVCC course: Fundamentals of Math Literacy (minimum grade C)
- ☐ RVCC course: Fundamentals of Math Literacy for STEM ((minimum grade C)
- ☐ RVCC course: Statistics 1 (minimum grade C)
- ☐ Transferring in college-level Statistics 1 or equivalent (minimum grade C))

Program policy acknowledgement

Carefully review each of the following policies:

- ☐ Essential Skills/Technical Standards of a Respiratory Therapy student
- ☐ Clinical Practicum Requirements: HEALTH INFORMATION, CRIMINAL/BACKGROUND CHECK, AND DRUG TESTING

Complete the **Respiratory Program Policy Attestation Signature Page** and upload to your application via the [Admissions Portal](#).

Interview/Advising Meeting

The final step of the application process is an interview/advising meeting with Program Director Kathy Hilliard. This meeting will take approximately one hour and be conducted via Zoom. Advising meetings will not be scheduled until all other steps of the application process have been completed.

ESSENTIAL SKILLS/TECHNICAL STANDARDS OF THE RESPIRATORY THERAPY PROGRAM

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:

- **Critical Thinking:** Respiratory therapy students should possess critical thinking ability sufficient for practicum judgment. Students must be able to identify cause-and-effect relationships in practicum situations and develop and/or participate in the development of respiratory care patient plans.
- **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.
- **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.
- **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, stand, and walk for extensive periods. A student will need to move around in patients' rooms, workspaces, and treatment areas, and administer cardiopulmonary procedures.
- **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.
- **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.
- **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.
- **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.
- **Weight Bearing:** Respiratory therapy students shall possess the ability to lift and/or manipulate 40-50 lbs. Position clients/patients and move equipment.
- **Cognitive abilities:** 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.
- **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)
- **Standing:** Respiratory Therapy students must have the physical stamina to stand and walk for up to 12 hours in the practicum setting.

CLINICAL PRACTICUM REQUIREMENTS

Health Information, Criminal Background Check, and Drug Testing Policy

Work-based learning (WBL) is an educational opportunity that enables students to apply their learning in a professional workplace environment, preparing them for practice as new graduates in Respiratory Therapy. Work-based learning practicum experience has specific requirements per healthcare facility. These requirements may include immunizations, background checks, drug testing, written documentation, and/or completion of orientation modules. These requirements must be fulfilled by the student by the deadline set by the healthcare facility or the RVCC Respiratory Therapy program. Failure to meet these requirements on time may result in a student being unable to attend practicum until the requirements are met, and a practicum absence(s) will be incurred. Continued non-compliance with meeting the practicum requirements may result in an Administrative Failure (AF) in the course, as outlined in the excessive practicum absence policy.

- Practicum experiences are arranged in healthcare facilities throughout New Hampshire, Vermont, and Massachusetts.
- Students may only administer medications and treatment modalities under the direct supervision of the respiratory practicum preceptor.
- Practicum agencies may require social security numbers in their entirety or in part for practicum requirements.
- Practicum placements are subject to availability and may require travel. Students are responsible for their own transportation.
- Information addressing potential exposure to infectious and environmental hazards is provided to students before they undertake an educational activity that will place them at risk.
- Each practicum site, as applicable, is responsible for ensuring students have this information and are compliant with any and all education and training specific to exposure to infectious and environmental hazards.
- Any student who develops an illness, injury, or occupational exposure during a practicum experience will receive treatment and be billed for services by the practicum facility. Students must immediately notify the DCE and may need to report (according to facility policy) to other agencies. The DCE will document and report the incident to the Program Director and/or Department Chairperson.
- Students will be required to undergo background checks and drug screenings upon entering and throughout the duration of the program. Background checks and drug screenings may have differing timeframes, locations, requirements, and costs, depending upon individual practicum site requirements.
 - Costs of background checks and drug tests are the responsibility of the student.
 - Failure to complete background checks and/or drug screenings by RVCC and/or practicum 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 practicum, 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 practicum experience based upon a criminal background check result or behavioral concern, an Administrative Failure (AF) will result.

Required Practicum Documentation

Students must provide proof of immunization as stated in the college catalog, as required by any State laws (i.e., NH, VT, Mass), which includes:

- Submit documentation of a Tetanus, Diphtheria, and Pertussis (TDaP) vaccination administered within the past 10 years.
- Measles, Mumps, Rubella (MMR) - 2 vaccinations or positive antibody titer.
- Varicella (Chickenpox) - 2 vaccinations or a Positive antibody titer.
- Hepatitis B – 3 vaccinations, a positive antibody titer, or a declination waiver.
- Tuberculosis Skin Test:
 - 1st-year student: 2-step TB skin test (Administered 1 – 3 weeks apart, OR if positive results, submit a QuantiFERON Gold blood test (lab report required))
 - 2nd-year students: If the 1-step TB test yields a positive result, submit a QuantiFERON Gold blood test (lab report required). Arrangements for the student to receive the vaccine may be made through their personal physician or at their local Health Department, at the student's personal expense.

A drug screen will be required before attending the practicum affiliates; most practicum sites require a drug screen within 30 days or less of the start of the practicum rotation. It will consist of 12 individual screening areas. Refusal to undergo testing or a positive drug test could jeopardize the student's progression in the program.

The student will be required to attend in-service sessions defining OSHA standards for health and safety in the workplace and HIPAA to protect patient privacy while in a healthcare facility.

- An annual flu shot will be required.
- The student may be required to submit additional health information to the practicum site in order to participate in a specific practicum affiliation.
 - Individual practicum sites may require a COVID-19 vaccination to participate. As with all practicum program requirements, the site reserves the right to deny participation to any student who fails to meet the basic eligibility criteria. CCSNH students who do not meet the eligibility criteria for practicum programming may be required to select an alternative course of study if they cannot obtain the required practicum experience for their chosen program. Individual programs of study are not required to secure practicum experience for students who do not meet eligibility criteria. While these are not college requirements, failure to adhere to the practicum site requirements will result in ineligibility to complete the Respiratory Therapy program.

All students must meet essential/technical standards, dress code standards, grade standards, and additional requirements, including Drug Testing, Immunizations, CPR certification is obtained as a freshman, proof of health Insurance, and Criminal/Sexual Offender Records Information (CORI/SORI) check. The student will be responsible for those expenses. RVCC provides the students with Liability Insurance.

Students are required to complete all mandatory practicum rotation documentation and requirements **30 days prior to the start date** of the Practicum, **except for drug testing, which must be completed at least 2 weeks prior to the start date**. Castle Branch, an electronic Allied Health record-keeping system, will be purchased by the student and utilized for collecting and tracking the practicum clinical requirements. The information will be entered into the [Castle Branch website](#). Failure to complete practicum site documentation and requirements will result in the student being unable to participate in the Practicum. Practicum site requirements are subject to change at the request of each practicum site.

Criminal Background Checks

Practicum affiliation sites require a criminal background check on students attending a practicum rotation at their facility. The practicum affiliation site reserves the right to deny a student the ability to attend the practicum rotation at their site. Denial of a student by a practicum site will jeopardize the student's ability to complete the program. Students are encouraged to disclose any concerns related to the criminal background checks to the DCE before being assigned a practicum.

If you have concerns or questions about any of the Respiratory Therapy program requirements, please contact the RVCC Admissions department at RVCCAdmissions@ccsnh.edu early in the application 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 document. If I have any specific questions or need further clarification on a particular topic, I may contact the RVCC Admissions team at RVCCadmissions@ccsnh.edu or the Respiratory Therapy Program Director at khilliard@ccsnh.edu.

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. If I have any specific questions or need further clarification on a particular topic, I may contact the RVCC Admissions team or the Respiratory Therapy Program Director.

Signature: _____ Date: _____