



**Wallace Community College  
Respiratory Therapist Program  
1141 Wallace Drive  
Dothan, Alabama 36303**

March 1, 2017

Dear Prospective RPT Student:

Welcome to the application process for the Wallace Community College Respiratory Therapist program.

If you are not attending Wallace Community College at this time, you will be required to complete the application process to the College. This is a separate process from the application process to the Respiratory Therapist program.

The application packet **must** be received no later than 5:30 PM, Thursday, May 25, 2017. If mailed, the application packet must be postmarked no later than May 25, 2017.

All applicants, regardless of acceptance status, will be notified by mail. Applicants accepted for the Fall Semester 2017 class will receive a “conditional” program admission pending completion of a required physical exam and a criminal background check.

Check to be sure you have all required items in the packet before you begin.

- Application Instructions (TEAS® version six testing information included)
- Submission of Application Materials
- RPT Program Application
- RPT Essential Functions
- Checklist

To be considered for acceptance, all required documents and forms must be completed. Please **read your packet content carefully! Make copies of all paperwork before the packet is submitted. Copies will not be made for you. There is a copy machine in the LRC. A picture ID is required and copies are at your expense. Once the application packet is submitted, no records will be released back to applicant.**

We appreciate your interest in Wallace Community College and the Respiratory Therapist program. If we can be of further assistance, please let us know by contacting Ms. Tomi Sherlock, Allied Health Secretary, at 334-556-2388 or by email at [tsherlock@wallace.edu](mailto:tsherlock@wallace.edu).

Sincerely,

*Judith Harrell, BS, RRT*  
RPT Program Director

## INSTRUCTIONS FOR COMPLETION OF RPT APPLICATION PROCEDURE

All completed packets must be returned by the **DEADLINE of 5:30 PM, Thursday, May 25, 2017**. If mailed, the application packet must be postmarked no later than **May 25, 2017**.

### **Wallace Community College Application for Admission Form** (If not currently a WCC student)

Complete all requirements for admission to the College in the Office of Admissions & Records at either WCC location or print the application form from the College website,

[http://www.wallace.edu/admissions/online\\_application.aspx](http://www.wallace.edu/admissions/online_application.aspx). You may return the completed WCC application in person to the Office of Admissions & Records with a driver's license or acceptable photo I.D. or mail or email the application with a copy of your driver's license or photo I.D.

A WCC Admission Agreement will be sent to you when this process is completed.

*Complete all of the following before submission of RPT application packet:*

#### **1. RPT Program Application**

Complete the RPT program application. Please print or type, **DO NOT** use pencil. This is not the application to Wallace Community College as mentioned above. The College admission application is a separate document. All forms must be completed by the application deadline – **no exceptions**. *Return in packet by May 25.*

#### **2. Admission Agreement**

- An **ADMISSION AGREEMENT** must be included in your application packet for the RPT program. This form must be marked as “*Unconditional Admission*” or “*Conditional Status Cleared*”.
- If you are enrolled for spring semester at another college and cannot obtain “unconditional” status, you must submit all transcripts up to the semester in progress to the Office of Admissions & Records at WCC and then follow up with a complete transcript (following grade posting) at the end of the semester. A notation of your status should be made on your Admission Agreement by Admissions personnel.
- Current WCC students may obtain a copy of their Admission Agreement from the Office of Admissions & Records. Requests for copies of your Admission Agreement are subject to a **72-hour processing time**. *Return in packet by May 25.*

#### **3. Transcripts**

If not already on file in the WCC Office of Admissions, request an **OFFICIAL TRANSCRIPT** from high school and/or **EACH** college attended to be delivered to or mailed to:

Wallace Community College  
Office of Admissions & Records  
1141 Wallace Drive  
Dothan, AL 36303

Provide a **SEPARATE COPY** (unofficial) in the RPT application packet for high school/GED® and/or **EACH** college attended in the RPT application packet. Although official transcripts are submitted to the Office of Admissions & Records for acceptance to the College, transcripts must also be submitted with the RPT application packet. Copies of transcripts **will not** be provided by the WCC Office of Admissions & Records for any college **other than WCC**. All copies are to be handed in with the application packet. *Return in packet by May 25.*

- If you are currently attending or have previously attended WCC, unofficial WCC transcripts may be obtained from [www.wallace.edu](http://www.wallace.edu) at the Quick Links option, my WCC. If desired, you may contact the Office of Admissions & Records to request a copy of your unofficial WCC transcript. The application review committee **does not** do this for you. The WCC Office of Admissions & Records requires a **72 hour processing time**.

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**This is a time consuming process.**  
**Please do not wait until the last minute.**

**4. Test of Essential Academic Skills, version six (TEAS®)**

Students are required to take an academic entrance test, the TEAS®. This test measures basic skills in **reading, mathematics, science, English and language usage**. **TEAS® scores are only good for three (3) years**. A student may repeat the TEAS®, but must wait six weeks between taking each test. No cut off score has been established for the TEAS® test, but ranking points will be based on the score one receives in all areas tested.

**Registration and payment for the TEAS® must be completed online through the vendor site—this cannot be handled through Testing Services at either campus location and payments cannot be received through the College’s business office. Applicants must create an online account at [www.atitesting.com](http://www.atitesting.com) to schedule a date for testing. The fee for the test is \$66.00.**

Dates to take the TEAS® have already been established and can be found on [www.atitesting.com](http://www.atitesting.com). It is recommended that you schedule your test date early as each date only accommodates forty (40) examinees.

**Please note:** Students who take the TEAS® at any location other than the WCC Dothan Campus or Sparks Campus will be required to have official scores transferred to WCC. ATI assesses a \$27.00 fee to transfer these scores.

## SUBMISSION OF APPLICATION MATERIALS

Before turning in forms (in person or by mail), please check to see that you have answered all questions. It is the applicant's responsibility to verify receipt of all required forms, transcripts, etc. Complete application packets are to be submitted to:

Allied Health Secretary  
Room 262-C Health Science Bldg., Dothan Campus  
Monday–Thursday 7:00 AM–5:30 PM

Switchboard Operator  
Learning Resource Center, Dothan Campus  
Monday–Thursday 5:30 PM–9:00 PM

Student Services  
Sparks Campus in Eufaula  
Monday-Thursday, 7:00 AM-5:30 PM

If the application packet is mailed, it must be postmarked no later than May 25, 2017.

Mailing Address:     Wallace Community College  
                             Tomi Sherlock, Allied Health Secretary  
                             1141 Wallace Drive  
                             Dothan, AL 36303

**ALL REQUIRED MATERIALS MUST BE RECEIVED ON OR BEFORE THE PUBLISHED DEADLINE OF 5:30 PM, THURSDAY, May 25, 2017. IF MAILED, APPLICATION PACKETS MUST BE POSTMARKED NO LATER THAN THURSDAY, May 27, 2017.**

### NOTIFICATION OF STANDING

All applicants, regardless of acceptance status, will be notified by mail. Applicants accepted for the Fall Semester 2017 class will receive a “conditional” program admission pending completion of a required physical exam and a criminal background check.

### CATALOG

Students are subject to regulations stipulated in the Wallace Community College Catalog and Student Handbook and the RPT Student Handbook in effect at the time of admission to the program.

**IMPORTANT: Make copies of all paperwork before the packet is submitted. Copies will not be made for you. Once the application packet is submitted, no records will be released back to applicant.**

# APPLICATION FOR RESPIRATORY THERAPIST PROGRAM

*Return in packet by May 25, 2017*

## I. PERSONAL

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

SSN: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City State Zip

Home Address: \_\_\_\_\_  
Street City State Zip

E-mail: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## II. EDUCATION

### HIGHSCHOOL:

I am a high school graduate from \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

I have a high school equivalency diploma (GED®). Year: \_\_\_\_\_

### COLLEGE

Are you currently enrolled at Wallace Community College? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever attended Wallace Community College? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give last semester/quarter and year attended and name under which attended.

\_\_\_\_\_

List **ALL** colleges and/or universities you have attended or are attending at this time.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all names under which your transcript(s) could be listed.

\_\_\_\_\_

In the space below, please list any degrees, diplomas, or special training certificates you have been awarded.

The Respiratory Therapist program curriculum is now integrated. Academic and RPT core courses can be completed together. Refer to the 2014-2015 WCC Catalog.

Please place a checkmark by each course you have successfully completed with a C or higher.

<input type="checkbox"/> BIO 201 A&P I	<input type="checkbox"/> PSY 200 General Psychology
<input type="checkbox"/> BIO 202 A&P II	<input type="checkbox"/> Humanities/Fine Arts Elective
<input type="checkbox"/> ENG 101 English Composition	<input type="checkbox"/> ORI 101 or 105 Orientation to College
<input type="checkbox"/> MTH 100 Intermediate College Algebra <b>OR</b> higher	<input type="checkbox"/> CIS 146 Microcomputer Applications <i>or</i> Demonstrated Competency
<input type="checkbox"/> SPH 106 Oral Communications <b>OR</b> SPH 107 Fundamentals of Public Speaking	<input type="checkbox"/> ORI 104 WorkKeys® Assessment

I hereby certify that I have made no willful misrepresentations nor have I withheld information pertinent to this application. Further, I understand that acceptance of this application by Wallace Community College does not imply acceptance into the Respiratory Therapist program and that the final selection of applicants is by a Respiratory Therapist program selection committee. I have also read and understand the published requirements for acceptance and progression within the Respiratory Therapist program, as listed in the current catalog.

Signature of Applicant: \_\_\_\_\_

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

**WALLACE COMMUNITY COLLEGE is an affirmative action, equal opportunity educational institution.**

**RESPIRATORY THERAPIST PROGRAM  
PHYSICIAN'S STATEMENT  
ESSENTIAL FUNCTIONS CERTIFICATION**

**Note to examining physician:**

Please examine this individual in regards to his/her physical ability to perform the “essential functions” required for the job task of respiratory therapist.

These essential functions include the following:

Possess the visual acuity necessary to read and write, perform bedside patient assessment, and visually inspect the informational displays of various life support equipment and patient monitoring equipment typically employed in the care of respiratory patients. This would include digital, aneroid, graphic, color graphic, and alarm displays.

Possess the psychomotor skills and manual dexterity necessary to:

- write legibly.
- adjust typical control functions of various life support equipment and patient monitoring equipment.
- perform physical assessment of patients.
- respond quickly and appropriately to patient emergencies.
- perform standard (AHA) CPR techniques.
- assist with lifting, transferring, and moving patient.
- perform standard respiratory care procedures.
- perform activities involved in sterile and isolation procedures.
- perform various tasks associated with normal daily activities in a health care setting,
- moving between various patient care areas, charting, gathering equipment, etc...

Possess ability to hear alarm signals of various life support equipment and patient monitoring devices from appropriate distances.

Possess ability to communicate effectively with patients and medical staff.

## RESPIRATORY THERAPIST PROGRAM

*Application Packet Deadline*

*5:30 PM, Thursday, May 25, 2017*

	YES	NO
1. Have you completed all requirements for COLLEGE admission? Check with the Office of Admissions & Records to make sure <u>ALL</u> official transcripts have been received.		
2. Have you provided accurate information on the RPT application?		
3. Have you included the WCC Admission Agreement? Is the agreement marked as “Unconditional Admission” or “Conditional Status Cleared”?		
4. Have you provided unofficial copies of <u>ALL</u> transcripts in with your application packet? REMEMBER, if you are presently attending WCC or have attended WCC in the past, you can go to <a href="http://www.wallace.edu">www.wallace.edu</a> and at the Quick Links options, click on my WCC to print your WCC transcript. If you request your WCC transcript from the Office of Admissions, they require 72 hours to respond.		
5. Have you included scores from the TEAS® version six exam?		
6. Are all required application materials, including unofficial copies of all transcripts, assembled together in a packet to be submitted in person or by mail? REMEMBER, if application packet is mailed, postmark must be stamped no later than May 25, 2017.		
7. Have you made copies of all paperwork you are submitting for your records?		

I hereby certify that I have made no willful misrepresentations nor have I withheld information pertinent to this application. I understand that acceptance of this application by Wallace Community College does not imply acceptance into the Respiratory Therapist program and that applicants are selected by a Respiratory Therapist program selection committee. I have also read and understand the published requirements for acceptance and progression within the Respiratory Therapist program.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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