The Respiratory Care program is a 66-credit-hour curriculum, which prepares students to become respiratory therapists and perform complex patient care procedures in specialized patient care units and diagnostic laboratories. The Associate of Applied Sciences Degree is awarded for successful completion of the program, which enables the graduate to apply for the Therapist Multiple Choice (TMC) and Clinical Simulation (CS) examinations from the National Board of Respiratory Care (NBRC). Based on performance in the examination, the graduate may be awarded a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT) credential. Passing the CRT examination will allow graduates to become a Respiratory Care Practitioner (RCP), the legal credential required to work in the state of Texas. The program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com), 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

The first half of the program is designated as the Respiratory Care Core Curriculum and is composed of general education courses, which can be completed in two or more semesters. After completion of the Respiratory Care Core Curriculum and achieving the minimum required scores on designated sections of the HESI A2 test, the student applies for entrance into the Respiratory Care courses, which begin in June of each year and encompass 13 months of specific lecture, laboratory, and clinical coursework in respiratory care. Acceptance to the Respiratory Care program is via a competitive selection process based on grade point average ranking of the Respiratory Care Core curriculum courses. This information packet details the procedure for program application.

This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understands the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY
Educational opportunities are offered by El Centro College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION REQUIREMENTS TO THE RESPIRATORY CARE PROGRAM

Application to the Respiratory Care Program requires the following steps:

- Application and current admission to a Dallas County Community college.
- Viewing an online Respiratory Care program information session.
- Completion of the entire Respiratory Care Core Curriculum with a minimum cumulative grade point average of 3.00 or higher on those specific courses and a minimum grade of “C” in each course.
- Completion of designated sections of the HESI A2 Test (Reading Comprehension, Grammar, Math, Vocabulary/General Knowledge, and Anatomy/Physiology) with a minimum score of 70% on each of the five required sections, in addition to completing the Personality Profile and Learning Styles sections.
➢ Submission of complete documentation of a current physical exam, tuberculosis screening, required immunizations and CPR certification to SentryMD.

➢ Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

A. General Admission Requirements to the College

Applicants to the Respiratory Care program must meet college admission requirements for El Centro College as outlined in the official college catalog at http://www.ElCentroCollege.edu. Applicants must have earned either a high school diploma or General Education Diploma (GED) certificate in addition to complying with Texas Success Initiative (TSI) requirements. Students should consult the college counseling office to determine their TSI status prior to application to a Health Occupations program.

All students applying or enrolled at a Dallas County Community college are required to submit their Social Security number to the Registrar’s Office. Students who do not possess a Social Security number must complete a form obtained at the Registrar’s Office. For more information, consult a Registrar/Admissions Office at any Dallas County Community college.

Official College Transcripts

Prior to application to a health occupations program, potential applicants must have submitted all of their official transcripts to the Registrar/Admissions Office at one of the seven Dallas County Community colleges. The transcripts must be current with the print date no earlier than three years of the applicant’s anticipated date of program entry to a health occupations program. If the official transcripts have not been submitted, the individual’s application to a health occupations program will be voided.

Initial Advisement

Students who are beginning college for the first time or who need assistance with placement testing, TSI issues, and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application to a health occupations program. NOTE: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students. See an Academic Advisor for more information.

B. Program Information Sessions

Potential applicants are required to view an online Respiratory Care program information session where the program, application procedures, and acceptance policies are discussed in detail. The link to the Respiratory Care program information session is found at:

www.ElCentroCollege.edu/Programs/Health-Information-Sessions

C. Respiratory Care Core Curriculum (Prerequisite Courses)

An applicant must have completed the entire 29-credit-hour Respiratory Care Core Curriculum with a minimum cumulative grade point average of 3.00 or higher in order to apply to the Respiratory Care Program. In addition, each course must have been completed with a minimum grade of “C” or higher.
The Respiratory Care Core Curriculum is listed below:

RESPIRATORY CARE CORE CURRICULUM

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec Hrs</th>
<th>Lab Hrs</th>
<th>Ext Hrs</th>
<th>Cont Hrs</th>
<th>Cr Hrs</th>
</tr>
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<tr>
<td>BIOL 2401*</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
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<td>0</td>
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<td>BIOL 2402*</td>
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<td>96</td>
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<td>3</td>
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<td>0</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>HPRS 1204#</td>
<td>Basic Health Professions Skills I</td>
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<td>3</td>
<td>0</td>
<td>64</td>
<td>2</td>
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<tr>
<td>HPRS 2210#</td>
<td>Basic Health Professions Skills II</td>
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<td>2</td>
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<td>0</td>
<td>48</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS CORE CURRICULUM 25 12 0 592 29

* IMPORTANT NOTE: Beginning Fall 2015, BIOL 2401 will be the required prerequisite course for anatomy/physiology. BIOL 1406 is the required prerequisite for enrollment into BIOL 2401. A CLEP test is also available for BIOL 1406. BIOL 2401 must be completed less than 5 years prior to a student’s anticipated program start date. For example, if the course is completed in summer 2011, it is still valid for application to the program which begins summer 2016.

If completed before Fall 2015, SCIT 1407 – Applied Anatomy & Physiology I will be accepted for the BIOL 2401 prerequisite up to the five year time limit for the course.

** MATH 1414 – College Algebra will also be recognized as the math prerequisite course; however, it will be calculated as a three credit hour course for ranking purposes only. Higher level math courses such as Calculus may be evaluated for possible substitution if a student did not complete a college algebra course.

# HPRS 1204 is the prerequisite for HPRS 2210. HPRS 1204 must be completed no more than three (3) years prior to the anticipated date of entry to a health occupations program. For example, if completed in Summer 2013, the course would be valid for application up to and including Summer 2016. HPRS 1204 is offered in at El Centro and Northlake Colleges.

## HPRS 2401 (or SCIT 1407) is a prerequisite for HPRS 2201- Pathophysiology and HPRS 2300 – Pharmacology for Health Professions.

+ Humanities elective must be chosen from the approved list on the official Associate Degree plan. Suggested courses include: ARTS 1301, DANC 2303, DRAM 1310, HUMA 1315, MUSI 1306, PHIL 1301, PHIL 1304, selected ENGL literature courses at the 2000 level or higher, sophomore level foreign languages such as SPAN 2311.

D. Evaluation of Previous Coursework

To insure the transferability of previous coursework completed at colleges and universities other than Dallas County Community colleges, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office at least one semester prior to a program application filing deadline if possible. This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.
Transcripts and accompanying course descriptions will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary “degree plan” for student advisement purposes.

These evaluations are usually completed within 4-6 weeks. The evaluation process is not completed during individual appointments or on an “as you wait” basis. During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take longer to complete. Therefore, it is to the applicant’s advantage to request the Educational Plan at their earliest convenience prior to application to the program.

The El Centro College Health Occupations Admissions Office and the Health and Legal Studies Division reserves the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Occupations programs.

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form under the “Resources for Potential Applicants” link at:

http://www.ElCentroCollege.edu/HealthOccAdmissions.

Five-Year Time Limit on Science coursework

All science coursework which appears in a health occupations program curriculum either as a prerequisite or a support course (e.g. anatomy/physiology, chemistry, physics, and microbiology) must have been completed less than five years prior to the anticipated program start date of a Health Occupations program. For example, a BIOL 2401 course completed in Summer 2011 would be valid only up to application for a program which begins in Summer 2016; if completed in Fall 2011 it would valid for application to a program beginning in Fall 2016; if completed in Spring 2012, it would valid for application to a program beginning in Spring 2017.

A student may petition for a waiver of the time limit through the Health Occupations Admissions Office under one of the following considerations:

1. The student has current work experience in a healthcare setting utilizing their related science knowledge.

2. The student has successfully completed advanced courses in a related science area with a grade of “C” or higher.

3. The student’s first course of the two course anatomy/physiology sequence (BIOL 2401) has exceeded the five year time limit but the second course of the sequence (BIOL 2402) is within the five year time limit prior to the anticipated program start date.

The student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review, in conjunction with an educational plan request, or with their application materials.

NOTE: In order for a science course taken at other colleges to be considered for a five-year time limit waiver, the course must first be approved for transferability. Information on the five-year time limit waiver is found under the “Resources for Potential Applicants” link at:

www.ElCentroCollege.edu/HealthOccAdmissions.
**HPRS 1204 Portfolio Credit**

Individuals who have current patient care experience through formal or informal training as a patient care technician, paramedic, certified nurse aide, etc. may be eligible to receive credit for HPRS 1204 through enrollment in HDEV 0110 – Human Development and submitting a portfolio documenting their training and experience. The HDEV course may be 2-3 months in length and must be completed prior to the program application deadline for the HPRS 1204 course to be considered for points in the ranking process. NOTE: Actual credit for the HPRS 1204 course may not appear on an official transcript until the student has completed one full semester in the program curriculum. Contact the HPRS coordinator at HPRSECC@dcccd.edu for more information. HPRS 1204 portfolio credit is subject to the five year time limit.

**Coursework from Foreign Universities**

Only courses such as college algebra and anatomy/physiology may be considered for transfer to Health Occupations programs from colleges or universities outside the United States. No other courses will be considered. Science courses must be within the five-year time limit.

For more information regarding the evaluation of foreign coursework for transfer credit, see the “Resources for Potential Applicants” link at:

http://www.ElCentroCollege.edu/HealthOccAdmissions.

**Credit by Examination, CLEP, and Advanced Placement Credit**

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. A letter grade is not awarded for “AP” credit.

NOTE: An applicant to the Respiratory Care program may present credit by exam, CLEP, or “AP” credit for only two of the courses from the Respiratory Care Core Curriculum. Credit will be acknowledged but not calculated with the grade point average.

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found under the “Resources for Potential Applicants” link at:

www.ElCentroCollege.edu/HealthOccAdmissions.

**E. HESI A² Test**

The HESI A² test is a timed, computerized test which is usually completed in 3-4 hours. In addition to completing the four program prerequisite courses, all applicants to the program must also earn a minimum score of 70 of higher on the following sections of the HESI A² test: Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math, and Anatomy/Physiology. Students must also complete the Learning Styles and Personality Profile sections and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded.

Please note the following important information regarding the HESI A²:

- Test scores are valid for **two years** from the date of testing to the application filing deadline date.
• Applicants may take the HESI A² at any approved testing site including the assessment centers at El Centro and Northlake Colleges. The approximate cost of the HESI test at El Centro College (Paramount Building) is $35.00.

• **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting their score sheet with their program application materials.**

• HESI A² testing appointments at El Centro College fill quickly. Applicants are encouraged to schedule their HESI A² several weeks prior to an application filing deadline.

• The **HESI A² Study Guide** is available at various bookstores including the Follett Bookstores at the El Centro and Northlake Colleges. A **HESI A² Prep** course is periodically offered by the El Centro College Continuing Education Division. Contact that office at 214-860-2147 for dates and times of the prep course.

• **There is no limit on the number of times an applicant may take the HESI A² test for application to the Respiratory Care program.** If the applicant desires to retake the HESI A², **ALL FIVE SECTIONS** must be retaken. Only one score sheet should be submitted with scores of 70 or higher on each of the five required sections. Scores on individual test sections which are printed on separate score sheets cannot be combined. If more than one score sheet is submitted, the scores from the latest HESI testing attempt will be the scores of record. It is not necessary to repeat the Learning Styles and Personality Profile sections on retests. The printout of these sections can be submitted from one testing attempt.

• Before retesting, the applicant is encouraged to review the study guide and/or enroll in the HESI A² prep course to prepare for the retest opportunity.

More information on the HESI A² and the process for scheduling a testing appointment to take the HESI A² at El Centro College is available at:  [http://www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

**F. SentryMD**

Applicants to health occupations programs are required to have a current physical examination, specific immunizations, a tuberculosis screening, and certification in CPR at the Healthcare Provider level. The El Centro College Health/Legal Studies Division utilizes SentryMD, a medical record management company, to verify these requirements. Applicants submit this documentation directly to SentryMD which will verify whether the records are complete. A set-up fee of $15.00 is required before you submit your documentation to SentryMD. See the “Immunization Requirements” guidelines at the following link:

[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

**NOTE:** SentryMD must receive this documentation no later than the designated program application deadline and verify that the applicant’s records are complete at the application deadline. If an applicant’s records are not complete at the application deadline, their application will be disqualified from the applicant pool. Please allow 2-4 weeks for SentryMD to respond to your submissions. This documentation must be kept current throughout the application process and, if accepted to the program, during their enrollment in the program.
The physical examination form and immunization requirements are available at the following link:


If the applicant has personal healthcare coverage at the time of application, that documentation may also be submitted to SentryMD. If accepted to the program, the applicant must submit proof of coverage to SentryMD prior to attending clinical. For more information, see item 8 on page 12 of this packet.

G. Application Packet Submission

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Applicants must submit complete application materials to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application filing deadline.

Application packets with incomplete materials will be disqualified and will be returned to the applicant.

The Respiratory Care program application packet must be submitted in a 9x12 inch envelope and include the following items to be considered complete and valid:

1. A completed Respiratory Care Program Application form and the signed Statement of Student’s Responsibility form (both obtained after viewing the online information session).

2. The HESI A2 score sheet(s) indicating achievement of a minimum score of 70 or higher on each of the five required sections and the Personality Profile and Learning Style results.

NOTE: Applicants are solely responsible for ensuring that their current official transcripts from ALL PREVIOUSLY ATTENDED COLLEGES AND UNIVERSITIES (excluding Dallas County Community colleges) are submitted to a Registrar/Admissions Office at a Dallas County Community college prior to applying to an El Centro College health occupations program. Official transcripts must have a print date no earlier than three years of anticipated entry to a health occupations program.

Submitting incomplete application materials will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application packet.

ONCE AN APPLICATION PACKET IS SUBMITTED TO THE HEALTH OCCUPATIONS ADMISSIONS OFFICE, ADDITIONAL MATERIALS CANNOT BE ADDED TO THE PACKET. THE PACKET CANNOT BE RETRIEVED BY THE APPLICANT UNTIL AFTER THE FILING PERIOD ENDS.

G. Application Filing Periods

There is one official application filing period for the June 2016 class of the Respiratory Care program:

JANUARY 1, 2016 – 5:00 p.m. on Tuesday, MAY 17, 2016

Applicants are notified via email of selection status by May 23, 2016.
Complete application packets may be presented in person at the Health Occupations Admissions Office during regular hours of operation or submitted in the drop box adjacent to the office door. Mailed application packets must be received no later than an application filing deadline date.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the college is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office in person by 5:00 p.m. the next regular business day.

To submit your application by mail, address your envelope to:
Respiratory Care Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, Texas 75202

To submit your application in person, bring your envelope to:
Respiratory Care Admissions
Health Occupations Admissions Office Room P-101
Center for Allied Health & Nursing (Paramount Building)
301 North Market Street
Dallas, TX 75202

H. Selection Process

Applicants during the Official Application Filing Period are selected for acceptance to the Respiratory Care program via the following competitive ranking process:

1. Applicants are listed by cumulative grade point average (GPA) on the 29-credit hour Respiratory Care Core Curriculum from highest (4.00) to lowest (3.00) to initially rank applicants.

2. When two or more applicants have the same cumulative GPA on the Respiratory Care Core Curriculum, the combined GPA on the two Anatomy/Physiology courses in the Core (BIOL 2401 and BIOL 2402) will be listed to break the tie.

3. When two or more applicants have the same cumulative GPA on the Respiratory Care Core Curriculum and the same combined GPA on the two anatomy/physiology courses in the Core, the date of attendance at the program information session is used to break the tie.

The table below illustrates the ranking process for a sample group of applicants:

<table>
<thead>
<tr>
<th>Applicant #</th>
<th>GPA on Respiratory Care Core Curriculum</th>
<th>Combined GPA on Anatomy/Physiology courses (BIOL 2401/2402)</th>
<th>Info. Session Attendance Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant #1</td>
<td>4.00</td>
<td>4.00</td>
<td>7/14/15</td>
</tr>
<tr>
<td>Applicant #2</td>
<td>3.88</td>
<td>3.50</td>
<td>10/01/15</td>
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<td>Applicant #3</td>
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</tr>
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<td>2.00</td>
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If seven spaces were available, applicants 1 through 7 would be accepted.
**Notification E-mails**

A student who applies during the official filing period and receives an acceptance letter is required to respond to a notification email within a specified timeframe to confirm their space in the class. Failure to respond to the email by the specified date and time or failure to attend the scheduled preregistration/orientation seminar for the accepted class will result in forfeiture of the student’s space in that class.

NOTE: Applications submitted during an official filing period are not “held over” to the next official filing period. Students who are not selected for admission for the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet during the next filing period to be considered for the next admission opportunity. There is no waiting list for the Respiratory Care Program.

**Late Application Filing Period (First-Come, First-Served)**

In the event that all individuals on the initial ranked list for the official application filing period are accepted and space still remains in the Respiratory Care class, applications which are submitted during the late filing period will be considered on a first-come, first-served basis. **Late applications must be submitted in person.**

The late application filing period for the June 2016 Respiratory Care class is:

**Wednesday, May 18, 2016 through 12:00 noon on Friday, May 20, 2016**

**NOTE:** Only applicants who are being offered a late space for the June 2016 class will be notified via email on Monday, May 23, 2016. All other late applications will be returned to the applicants.

*It should not be assumed that late applications or the first-come, first-served application process will be necessary for every June Respiratory Care class.*
CURRICULUM OVERVIEW – RESPIRATORY CARE

<table>
<thead>
<tr>
<th></th>
<th>Lec Hrs</th>
<th>Lab Hrs</th>
<th>Ext Hrs</th>
<th>Cont Hrs</th>
<th>Cr Hrs</th>
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<tr>
<td>RESPIRATORY CARE CORE CURRICULUM *</td>
<td>29</td>
<td>12</td>
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<td>592</td>
<td>29</td>
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</table>

The Respiratory Care Core Curriculum is completed in two or more semesters prior to application into the Respiratory Care Program.

RESPIRATORY CARE PROGRAM CURRICULUM

SEMESTER III – Summer (10 weeks)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lec Hrs</th>
<th>Lab Hrs</th>
<th>Ext Hrs</th>
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<tr>
<td>RSPT 1227</td>
<td>Applied Physics for Respiratory Care</td>
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<td>Respiratory Care Fundamentals II</td>
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SEMESTER IV – Fall

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<th>Lec Hrs</th>
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<tr>
<td>RSPT 1307</td>
<td>Cardiopulmonary Anatomy/Physiology</td>
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SEMESTER V – Spring

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<td>2</td>
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<td>RSPT 2131</td>
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<td>RSPT 1141</td>
<td>Respiratory Home Care/Rehabilitation</td>
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SEMESTER VI – Summer (5 weeks)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Cont Hrs</th>
<th>Cr Hrs</th>
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<tr>
<td>RSPT 2163</td>
<td>Clinical-Respiratory Care Therapy/Therapist</td>
<td>0</td>
<td>0</td>
<td>6</td>
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<td>RSPT 2166</td>
<td>Practicum-Respiratory Care Therapy/Therapist</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>160</td>
<td>1</td>
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<tr>
<td></td>
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<td>16</td>
<td>256</td>
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TOTAL PROGRAM HOURS = 49 32 40 1936 66

* Courses in the Respiratory Care Core Curriculum are offered during the fall, spring and summer semesters. Students should see a college counselor for registration advisement for Respiratory Care Core Curriculum classes.

A minimum grade of “C” is required in all courses.

RSPT 2163 – Clinical – Respiratory Care Therapy/Therapist and RSPT 2166 – Practicum – Respiratory Care Therapy/Therapist are the Capstone experiences for the Associate Degree in Respiratory Care.
GENERAL INFORMATION

1. The Respiratory Care program accepts approximately 20* students for each June class.
   * The El Centro College Health and Legal Studies Division reserve the right to make changes in program enrollment capacity.

2. Once admitted to the Respiratory Care program, a student must complete each Respiratory Care course during the semester in which it is scheduled and each course must be passed with a grade of “C” or better for the student to continue in the program curriculum.

3. Respiratory Care courses are taught during daytime hours. Clinical training at a local hospital begins during Semester IV (fall) of the program and involves approximately 12 clock hours per week. Clinical training in Semester V involves 16 hours per week. Clinical time may include 12-hour shifts. Due to patient care schedules, clinical days may begin as early as 5:30 a.m.

4. The clinical setting is a physically and psychologically stressful employment area. In considering respiratory care as a career, applicants should be aware that as a respiratory care practitioner, they will be required to:
   - Lift and move patients; push, pull, and/or lift equipment; stand, stoop, or bend for long periods of time; walk or be on your feet for long periods of time.
   - Move very quickly (in emergency situations).
   - Perform multiple psychomotor skills, many involving fine motor skills.
   - Take patient vital signs; for example, pulse, respiratory rate, blood pressure, etc.
   - Use a stethoscope to listen to patients for breath sounds.
   - Read manometers, scales, dials, meters, etc.
   - Communicate effectively with patients and their families, physicians, nurses, and other health care providers.
   - Develop and use multiple interpersonal relationship skills.
   - Function effectively in high stress situations.
   - Legible handwriting.

5. The clinical setting is a high-risk area for exposure to patients with communicable diseases, including exposure to human immunodeficiency virus (HIV) and hepatitis B virus (HBV). Protective procedures are taught and must be followed in the clinical setting.
6. Applicants to the health occupations programs at El Centro College must submit physical examination and immunization documentation to SentryMD no later than the program application deadline.

   The physical examination must be on the official El Centro Health Form downloaded from http://sentrymd.com/student-immunization-forms/ and must have been documented no earlier than 12 months prior to the application deadline. The specific immunizations and screenings are indicated on the El Centro Health Form.

7. All applicants must be certified in cardiopulmonary resuscitation (CPR) at the “Healthcare Provider” level as designated by the American Heart Association and a photocopy of the front and back of the card must be submitted to SentryMD no later than the program application deadline. The CPR certification must not expire during any semester when enrolled in the program. CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, American Red Cross, various hospitals, independent instructors, etc. Online CPR certification classes are not valid for application to health occupations programs.

8. Proof of current personal healthcare insurance coverage is required for all health occupations students. If documentation of coverage is not submitted to SentryMD with immunization records, proof of coverage must be submitted at least 5 weeks before their first clinical course (RSPT 1260) if the student is accepted to the program. Students must secure their own coverage and the insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found at https://www1.dcccd.edu/catalog/ss/sd/insurance.cfm.

9. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College International Center Office (Room CM-60, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program. A Social Security number is required for graduates to take the NBRC exam and to be licensed to practice in the field of Respiratory Care by the Texas Department of State Health Services.

10. Many of the Respiratory Care Core Curriculum courses are offered online. Students without prior experience with Internet courses should take the Smarter Measure – Learning Readiness Indicator (READI) test to see if they are a good candidate for online learning. Go to http://dtc.smartermeasure.com/ and log in as a New User. The current User Name is choose el centro and the Password is student.

11. **Criminal Background Check / Drug Screening**

   All students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately $86.00) for these screenings. This procedure is conducted after a student has been accepted to their respective program.

   Results of these screenings are forwarded to the El Centro College Health/Legal Studies for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health and Legal Studies Division and will not be released to the student or any other third party.

   A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student’s expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student’s immediate expulsion from the clinical facility. Furthermore,
regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

**NOTE:**  *Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.*

More information regarding the Criminal Background Check and Drug Screening procedure is found under the “Resources for Potential Applicants” link at:

[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

12. Students are responsible for their own transportation arrangements to the college and to their assigned health care facilities for clinical experience. Clinical assignments occur at various Metroplex clinical affiliates. Examples are:

- Baylor Heart Hospital Dallas
- Baylor Our Children’s House
- Baylor University Medical Center
- Children’s Medical Center
- Methodist Dallas Medical Center
- Parkland Memorial Hospital
- William P. Clements, Jr. University Hospital

13. El Centro College students who are enrolled in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available two weeks after the semester begins. See the Cashier’s Office for details.

14. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at:

[https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?use_nav=acad_info&loc=ECC](https://www1.dcccd.edu/catalog/ss/oep/dw.cfm?use_nav=acad_info&loc=ECC)

15. El Centro College charges a higher tuition rate for courses in which a student registers for the third or more times. The “Third Attempt” policy includes courses taken at any of the Dallas County Community colleges since the Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the “Third Attempt” policy, please see the link at:

[http://www.dcccd.edu/ThirdCourseAttempt](http://www.dcccd.edu/ThirdCourseAttempt)

16. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins. (Exception: An individual may apply to the Medical Laboratory Technology and Biotechnology programs in tandem to complete that dual degree.)
17. Eligibility to write the licensing exam is determined by the Texas Department of State Health Services. **A Social Security number is required for graduates to take the exam.** As graduates of this program, students are eligible to apply to the Texas Department of State Health Services for the legal credential of Respiratory Care Practitioner (RCP), a requirement in the state of Texas in order to practice respiratory care. Included in the RCP application are the following questions:

“8. Have you ever been convicted, pled guilty or pled nolo contendere to any misdemeanor or felony? (Do not include juvenile or misdemeanor traffic violations.)

_____ Yes _____ No

PLEASE NOTE: If YES, a copy of the charges and disposition papers MUST be attached. Driving while intoxicated (DWI) is NOT a minor traffic violation. Applicants must provide all information relating to criminal history. Discovery of criminal convictions not disclosed may result in denial of your license and disclosure of discovered information to other licensing boards.”

**DO NOT ANSWER THESE QUESTIONS.** They are presented here to inform you of the legal credential application process regarding prior convictions.

18. **Financial Aid**

Students should apply for Financial Aid Office well in advance of program application. More information on filing procedures and deadlines is found at [http://www.elcentrocollege.edu/Student_Services/FinancialAid](http://www.elcentrocollege.edu/Student_Services/FinancialAid). The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact the Health and Legal Studies Division at 972-860-5095 for more information.

19. Please visit the website below for links to professional organizations and other information regarding the respiratory care profession.

[http://www.nbrc.org](http://www.nbrc.org)

[http://www.dshs.state.tx.us/respiratory/default.shtm](http://www.dshs.state.tx.us/respiratory/default.shtm)

[http://www.aarc.org/career/be_an_rt](http://www.aarc.org/career/be_an_rt)

[http://www.rcjournal.com](http://www.rcjournal.com)
20. Please contact the individuals below for assistance (physical addresses):

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Address</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Idichandi Idicula, Program Coordinator</td>
<td>Respiratory Care</td>
<td>El Centro College/Paramount</td>
<td>301 North Market Street</td>
<td>972-860-5070</td>
</tr>
<tr>
<td><a href="mailto:Idicula@dcccd.edu">Idicula@dcccd.edu</a></td>
<td></td>
<td>Dallas TX 75202</td>
<td><a href="mailto:iidicula@dcccd.edu">iidicula@dcccd.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jennifer de la Garza, Clinical Coordinator</td>
<td>Respiratory Care</td>
<td>El Centro College/Paramount</td>
<td>301 North Market Street</td>
<td>972-860-5072</td>
</tr>
<tr>
<td><a href="mailto:jdelagarza@dcccd.edu">jdelagarza@dcccd.edu</a></td>
<td></td>
<td>Dallas, TX 75202</td>
<td><a href="mailto:jdelagarza@dcccd.edu">jdelagarza@dcccd.edu</a></td>
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</tr>
<tr>
<td>Jaquel Thomas, Respiratory Care Admissions</td>
<td>Health Occupations Admissions</td>
<td>El Centro College</td>
<td>301 North Market Street</td>
<td>972-860-5003</td>
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<td><a href="mailto:JDThomas@dcccd.edu">JDThomas@dcccd.edu</a></td>
<td></td>
<td>Dallas, TX 75202</td>
<td><a href="mailto:JDThomas@dcccd.edu">JDThomas@dcccd.edu</a></td>
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</tr>
<tr>
<td>Kande Mann, Faculty</td>
<td>Respiratory Care</td>
<td>El Centro College</td>
<td>301 North Market Street</td>
<td>972-860-5071</td>
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<tr>
<td><a href="mailto:KandeD@dcccd.edu">KandeD@dcccd.edu</a></td>
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<td><a href="mailto:KandeD@dcccd.edu">KandeD@dcccd.edu</a></td>
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</tr>
<tr>
<td>Serina Davenport</td>
<td>Academic Advisor/Retention Specialist</td>
<td>Health/Legal Studies Division</td>
<td>El Centro College</td>
<td>214-860-2037</td>
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<tr>
<td>Academic Advisor/Retention Specialist</td>
<td>Health/Legal Studies Division</td>
<td>El Centro College</td>
<td>801 Main Street</td>
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<tr>
<td><a href="mailto:SMDavenport@dcccd.edu">SMDavenport@dcccd.edu</a></td>
<td></td>
<td>Dallas TX 75202</td>
<td><a href="mailto:SMDavenport@dcccd.edu">SMDavenport@dcccd.edu</a></td>
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The official mailing address for all application materials, transcripts, and correspondence is:

Respiratory Care Admissions
Health Occupations Admissions Office
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Program information packets are revised September 1st of each year and program guidelines are subject to change. Students are responsible for insuring they have the latest program information packet available at that time from the website below:

www.ElCentroCollege.edu/Programs/Health-Information-Packets

Visit the Respiratory Care Program webpage:
www.ElCentroCollege.edu/RespiratoryCare

Health Occupations webpage:
www.ElCentroCollege.edu/HealthCareers

Health Occupations Admissions Office webpage:
www.ElCentroCollege.edu/HealthOccAdmissions

Like us on Facebook:
https://www.facebook.com/groups/ECC.AlliedHealthandNursing
## ESTIMATED EXPENSES FOR THE RESPIRATORY CARE PROGRAM *

<table>
<thead>
<tr>
<th>RESPIRATORY CARE CORE CURRICULUM</th>
<th>Dallas County Resident</th>
<th>Out of County Texas Resident</th>
<th>Out of State/ Country Resident</th>
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<td>Textbooks</td>
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<td>Professional Liability Insurance **</td>
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<td>Physical Exam and Immunizations ***</td>
<td>225.00</td>
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<td>SentryMD</td>
<td>15.00</td>
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<td>CPR Certification</td>
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<td>$ 3,288.70</td>
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## RESPIRATORY CARE PROGRAM

### Semester I – Summer

<table>
<thead>
<tr>
<th>Tuition (6 credit hours)</th>
<th>$ 354.00</th>
<th>$ 666.00</th>
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### Semester II – Fall

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<td>Liability Insurance **</td>
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<td>Fees</td>
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<td>Uniforms (2)/Lab Coat</td>
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<td>Name Badge</td>
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### Semester III – Spring

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<th>Tuition (13 credit hours)</th>
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<tr>
<td>Clinical Simulation (CS) Exam</td>
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<td>Total</td>
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### Semester IV – Summer

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**TOTAL ESTIMATED PROGRAM EXPENSE**

| Total                     | $ 6,965.20 | $ 10,397.20 | $ 14,555.20 |

* Tuition and other fees are subject to change. See official catalog for tuition table. Tuition above is current for January 2015.
** Liability insurance is assessed each fall at $11.70 to cover fall, spring, and summer semesters.
*** Estimated cost of physical exam and immunizations.

See Accounting Office for Tuition Payment Plan option.
Other costs to consider: Personal health care insurance coverage, transportation and Parking Fees to El Centro and hospital clinical sites.
RESPIRATORY CARE APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. _____ Obtain Respiratory Care program information packet and view an online Respiratory Care information session.

2. _____ Complete an application for college admission.

3. _____ Submit official transcripts from all previously attended colleges and universities to El Centro College Registrar’s Office or the Registrar/Admissions Office at any other Dallas County Community college.

4. _____ See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.

5. _____ If needed, request Educational Plan/transfer evaluation of course work taken at other colleges that applies to the Respiratory Care Core Curriculum with Health Occupations Admissions Office.

6. _____ Complete all of the following courses required for Respiratory Care Core Curriculum:
   - ENGL 1301
   - MATH 1314 or MATH 1414
   - BIOL 2401
   - PSYC 2301
   - BIOL 2402
   - HPRS 2201
   - HPRS 1204
   - HPRS 2300
   - HPRS 2210
   - Humanities elective ___________________

7. _____ Complete the HESI A2, scoring a minimum of 70% on all five required sections of the test and complete the Personality Profile and Learning Styles sections.

8. _____ See a physician or healthcare clinic for a physical examination and obtain all required immunizations, and TB screening; obtain CPR training at the Healthcare Provider level.

9. _____ Submit physical exam form, immunization and TB screening documentation with photocopy of front and back of CPR card to SentryMD prior to the application filing deadline.

10. Compile the following materials as your complete respiratory care application packet:
    - Completed Respiratory Care Application form (available after viewing the online info session).
    - Signed Statement of Students' Responsibility form (on the back of the application).
    - Official HESI A2 score sheet(s) indicating minimum score of 70% on each of the five required sections of the test and the Personality Profile and Learning Styles section results.
    - Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms which has been granted to the student.

11. _____ Place the above materials in a 9” x 12” envelope for submission either in person or by mail to the individual below during a designated filing period.

**MAILING ADDRESS:**
Respiratory Care Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

**PHYSICAL ADDRESS:**
Respiratory Care Admissions
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202

Respiratory Care
Revised 07/01/15