



2027 PETITION APPLICATION

RESPIRATORY THERAPY

- ! **Application & Requirements Deadline – May 31, 2027**
- ! **Transcript Deadline – May 17, 2027**

2027 Respiratory Therapy Program Petition Application

Dear Prospective Candidate,

Thank you for your interest in Catawba Valley Community College's Respiratory Therapy Program. Please carefully review the entire petition packet.

This packet explains the steps to apply to CVCC and be considered for competitive admission to the Respiratory Therapy Program. To be considered for the Respiratory Therapy Program, candidates must complete the Requirements Checklist by **May 31, 2027, by 11:59 pm**. While the college follows an open-door admission policy, Respiratory Therapy candidates must also meet additional requirements as set forth by clinical facilities listed under the Clinical Requirements section of this packet. Re-admission program candidates must meet current admission criteria. Helpful hyperlinks are included throughout this packet to support you during the petition process.

Respiratory Therapy Program Deadlines and Selection Timeline

- **February 28, 2027:** Respiratory Therapy Program Requirements Checklist and Petition Window Open
- **May 17, 2027:** Transcript Submission Deadline. Required transcripts: High School Transcript or GED, *A//* College Transcripts
- **May 31, 2027, by 11:59 pm:** Respiratory Therapy Program Requirements Checklist and Petition Window Closed. Completed Requirement Checklist and Supporting Documents Required.
- **Respiratory Therapy Program Petition Review Period:** Please allow up to six weeks from the Respiratory Therapy Requirements Checklist deadline for review and decision. Program petitions that meet all requirements will be evaluated for consideration.

Candidates are responsible for monitoring their CVCC email for all program-related communications. Requirements may change at any time without notice; it is important to follow the instructions in this packet carefully and submit all required materials by the deadlines. **Incomplete petitions will not be considered for review.** The CVCC team is here to support; we welcome your questions.

*Questions about the **Respiratory Therapy Program** should be directed to the Program Director, Amy Howard*

Mail to: ahoward043@cvcc.edu or
Phone: (828) 327-7000 ext. 4083

General questions about the college or petition process should be directed to

Enrollment Managers:

Student Last Name: A-L:

Monte Simmons, msimmons696@cvcc.edu

Student Last Name: M-Z:

Kristen Bumgarner, kbumgarner@cvcc.edu

Mail to: healthcare@cvcc.edu or

Phone: (828) 327-7000 ext. 4216

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STEP 1: Respiratory Therapy Program Petition Application

1. New Students: Complete the admission process for Catawba Valley Community College by submitting your application. Please note that application processing may take several business days.
2. Petition competitively to be considered for admission to the **Respiratory Therapy Program** by submitting the requirements checklist by the published deadline.

Important: Inclement weather will not alter or extend application, testing, transcript, or petition deadlines. Please plan accordingly and allow sufficient time to complete any required testing and ensure that all official transcripts and required documents are received by the deadline.

NEW STUDENTS:

Apply Now to CVCC and select Respiratory Therapy program as your intended major. Once your application is processed, you will receive a **"Welcome to CVCC"** email. This process may take several business days to complete. Your **Student ID** and **Student Email** will be provided to you and will be needed to submit your Requirements Checklist.

RETURNING STUDENT:

Students who are currently enrolled **do not** need to reapply to CVCC. However, you will need your **CVCC Student ID** and **Student Email** to submit your Requirements Checklist.

- If you already have your CVCC Student ID and Student Email and your account is active, proceed to **STEP 2**
- If you do not, follow the instructions below to retrieve your CVCC Student ID and Student Email.

Retrieve Your CVCC Student ID and Student Email:

- Check your **"Welcome or Welcome Back"** email
- **Locked Out of Your CVCC Email or Account?**

If you are locked out of your CVCC email/account or if your account has become inactive, please contact the Helpdesk to reset your password or reactivate your account.

Helpdesk Contact Information:

-  **Email:** helpdesk@cvcc.edu
-  **Phone:** 828-327-7000 x4444
-  **In-Person Assistance:** Available between **10:00 AM and 2:00 PM**
- **Don't Have a CVCC Email Address?**
If you do not have a CVCC email address, please contact your **Enrollment Manager** listed on the first page of this application for assistance.
- If you know your Student Email but need your CVCC Student ID
Log into Self Service. Click User Options → User Profile → Student ID: XXXXXXX

❑ **CVCC Student ID:** _____ **Student Email:** _____

Note: Candidates must be logged into their Catawba Valley Community College account to submit a Requirements Checklist.

→ After obtaining your **CVCC ID** and **Student Email**, proceed to **STEP 2**.

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STEP 2: Request Required Transcripts

Transcript Deadline: May 17, 2027

- ☐ High School / High School Equivalency Transcript
- ☐ College transcripts from *all* previously attended institutions, including any college coursework taken in high school. Courses taken at CVCC do **not** require transcripts to be sent.

Important Note:

- If you recently sent your transcripts to CVCC, **do not resend them** and allow time for processing.
- If CVCC already has your transcripts on file, **you do not need to resend them.**
- Only official transcripts from a [regionally accredited institution](#) will be accepted.
- If you have completed additional coursework since your previous submission, you must submit an **updated transcript** by the transcript deadline. Ensure all final grades have been posted before requesting it.

For more information on how to request official sealed transcripts, visit: [Transcript Request](#)

Transcript Request, Delivery and Evaluation Time

Plan accordingly to ensure transcripts arrive by the transcript deadline. The following factors may affect how quickly CVCC receives transcripts and the time required for evaluation after receipt:

- Institutional business hours, holiday closures, inclement weather, staffing levels, and peak processing periods
- Postal delivery times (if mailed).

For information on transcript evaluation, visit: [Student Records](#) webpage.

Submitting Official/Sealed Transcripts

Official transcripts must be sent directly from the issuing institution using one of the following methods:

Electronic Submission

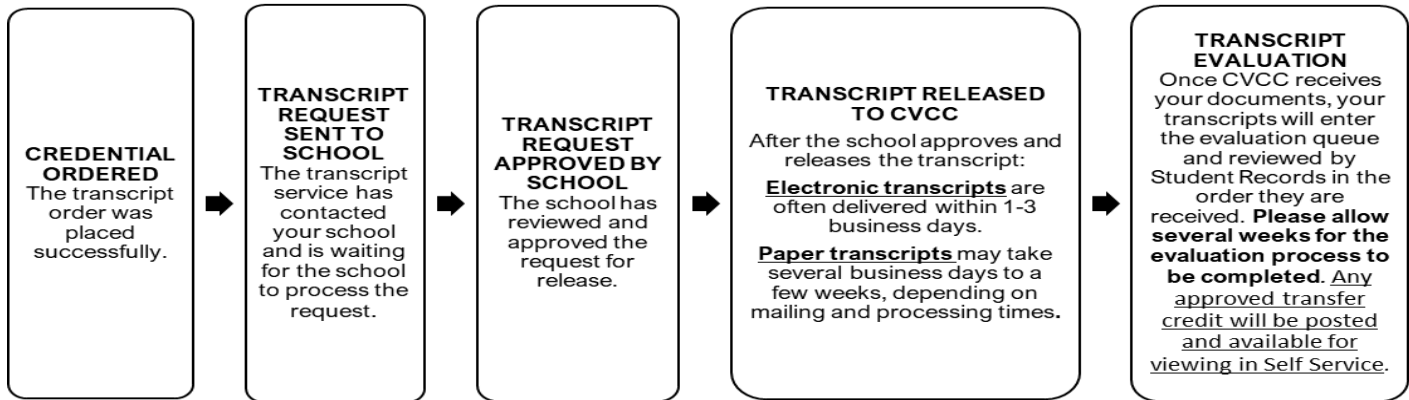
- Through a third-party vendor (ex: Parchment, ScriptSafe, National Student Clearinghouse)
- Send to: transcripts@cvcc.edu

Mail Submission

- CVCC Student Records, 2550 US Highway 70, SE, Hickory, NC 28602



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→ Upon completion of transcript requirements, continue to **STEP 3**

STEP 3: Mandatory Information Session

Participation in a **mandatory Information Session** is required by the petition deadline.

Candidates who were not accepted during the previous admission cycle are required to attend a new information session.

To sign up fill out [this form](#) or contact Amy Howard at ahoward043@cvcc.edu

Virtual Information Session Dates for 2027 Program Cycle

All sessions are held on Wednesdays and held 3:00 pm – 4:00 pm

- October 7, 2026
- November 4, 2026
- December 9, 2026
- January 27, 2027
- February 17, 2027
- March 17, 2027
- April 14, 2027
- May 5, 2027
- May 12, 2027

Information Session Date: _____

An Information Session date is required to submit your Requirements Checklist.

→If you have attended or registered for an Information Session, proceed to **STEP 4**

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STEP 4: Requirements, Ranking System, Selection Process, Program Cost

The CVCC Respiratory Therapy Program admits a limited number of candidates through a competitive selection process. To be considered, candidates must meet application minimum requirements and complete the requirements checklist by **May 31, 2027 by 11:59pm.**

☐ **Minimum Requirements**

- ☐ The following courses must be completed with a grade of "C" or higher *prior* to applying:
 - ☐ **BIO 168:** Anatomy & Physiology I (4 credit hours)
 - ☐ **BIO 169:** Anatomy & Physiology II (4 credit hours)
 - ☐ **MAT 143:** Quantitative Literacy (3 credit hours) **or** **MAT 152:** Statistical Methods I (4 credit hours) **or** **MAT 171:** Precalculus (4 credit hours)
- ☐ Candidates must have a **minimum required GPA of 2.80**. GPA calculations include the following courses: BIO 168, BIO 169, MAT 143 **or** MAT 152 **or** MAT 171. If completed, BIO 275, ENG 111, ENG 112 **or** ENG 113 **or** ENG 114, Humanities/Fine Arts Elective (1), Social/Behavioral Science (1) will also be included in the GPA calculation.

☐ **Required upon acceptance into the Respiratory Therapy Program**

- **Clinical Requirements:** Upon acceptance into the Respiratory Therapy Program, all clinical requirements and supporting documentation must be completed and submitted **30 days prior** to the first day of class. The below list of requirements is provided well in advance to allow sufficient time for completion and collection of all necessary documentation. Please note that this deadline is strictly enforced, and failure to meet requirements may affect eligibility to begin the program.
 - ☐ **Active CPR Certification:** Current active **American Heart Association (AHA) BLS Provider** certification. **American Red Cross or other CPR certifications are NOT accepted.**
 - ☐ **Varicella (Chicken Pox):** **Two (2) vaccinations OR a positive antibody titer** (lab report required).
 - ☐ **Measles, Mumps & Rubella (MMR):** **Two (2) vaccinations OR a positive antibody titer** (lab report required).
 - ☐ **Tetanus, Diphtheria & Pertussis (Tdap):** Vaccination administered within the **past 10 years.**
 - ☐ **Online Core Orientation:** Certificate of completion
 - ☐ **Hepatitis B:** **Three (3) Hepatitis B vaccinations, OR Two (2) Heplisav vaccinations, OR a positive antibody titer** (lab report required).
 - ☐ **Student Medical Forms. (Forms will be sent to you if you are accepted into the program):** Complete all **7 pages**. **Forms must be signed by a licensed healthcare provider** within the **past 12 months**. **Returning students must submit new forms upon readmission**
 - ☐ **TB Risk Assessment and Attestation:** Completed Annual Tuberculosis Risk Assessment and Attestation form.

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Clinical Requirements (continued):

- ☐ **Tuberculosis (TB):** Must be completed so the **final test date is within 6 months of the first day of class**. See TB options below.
2 TB skin tests administered no more than 3 weeks apart and as follows:
 - 1st shot. Read 3 days later.
 - 2nd shot: 7 days after 1st read or 10 days after 1st shot. Read 3 days later.
OR QuantiFERON Gold Blood test OR if positive results, submit a clear chest x-ray (lab report required) from the past 5 years.
- ☐ **COVID-19 Vaccination:** Vaccine documentation **MUST** include the vaccine manufacturer OR request medical or religious exemption.
- ☐ **Annual Flu Vaccine:** Submit proof of the **current year's flu vaccine**. If the vaccine is not yet available, documentation is due by **September 30** of the current year OR request medical or religious exemption.
- ☐ **Background Check & Drug Screen:** Carefully read the information below regarding background checks, drug testing, and the result of a negative background check.
Applicants must use the college document manager platform provided to you upon acceptance.
 - a. Clinical facilities will require students to undergo criminal background checks and drug testing.
 - b. The student will be required to pay fees associated with these screenings.
 - c. Clinical facilities may refuse access to clinical experiences based upon results of a criminal background check, drug screening or immunization/vaccination status.
 - d. If any clinical facility refuses to allow a student access to a clinical experience, the student will be unable to continue in the program.
 - e. The NC Board of Nursing will review the criminal background check of each applicant applying for licensure. Applicants can be denied licensure based on this review.

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Competitive Ranking and Selection Process

Meeting the minimum requirements **does not** guarantee admission to the Respiratory Therapy Program.

Qualified candidates who meet all eligibility requirements, complete the petition process, and submit a completed Requirements Checklist by the published deadline will be ranked based on their total competitive ranking score, using the criteria outlined on **page 12** of the Respiratory Therapy Program Ranking Worksheet. Candidates with the highest scores will be offered admission first. Remaining seats will be filled in rank order until the class is full. The number of candidates accepted each year may vary depending on the clinical space.

Competitive Ranking Point System

Supporting documentation is required for all points awarded.

Points are awarded as outlined on page 12 of the Respiratory Therapy Program Ranking Worksheet for the following:

1. Required Courses

Points are awarded for completion of the required courses listed under the Minimum Requirements on **page 5** with a grade of "C" or higher.

2. Optional Points

The following are not required but may earn additional points and strengthen a candidate's ranking:

- **Additional Coursework must be completed with a grade of "C" or higher.** Points may be awarded for the completion of:
 - **BIO 275:** Microbiology (4 credit hours)
 - **ENG 111:** Writing & Inquiry (3 credit hours)
 - **ENG 112:** Writing/Research in the Disciplines (3 credit hours) **or** **ENG 113:** Literature-Based Research (3 credit hours) **or** **ENG 114:** Professional Research and Reporting (3 credit hours)
 - **Humanities/Fine Arts Elective (1):** (3 credit hours)
 - **Social/Behavioral Science Elective (1):** (3 credit hours)
- **Advanced Degree (100 points)**

Candidates may be awarded points for completing an advanced degree from a regionally accredited institution. Degree completion will be verified through official transcripts. The degree must be listed on the Requirements Checklist when submitted; otherwise, points will not be awarded.

 - **Associates:** Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS), Associate of Fine Arts (AFA), Associate of Engineering (AE), Associate in General Education (AGE)
 - **Bachelors:** Bachelor of Arts (BA), Bachelor of Science (BS)
 - **Masters:** Master of Arts (MA), Master of Science (MS)

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Tie-Breaking Criteria

If two or more candidates have the same total ranking score, the following tiebreakers will be applied in the order listed below:

- 1. Highest BIO 275 Grade Earned, with a minimum grade of "C" or better**
- 2. Completed Coursework at CVCC, with a minimum grade of "C" or better (if a tie remains)**
- 3. Earliest Requirements Checklist Submission Date (if a tie remains)**

Student Responsibility & Notification of Acceptance:

Candidates are responsible for regularly monitoring their CVCC Student Account and CVCC Email account, including the Junk/Spam folder, throughout the petition process. Important information regarding missing documents, application updates, and other program communications will be sent through these channels. Failure to monitor these communications may affect application status.

Admission decisions will be sent to candidates' CVCC Email accounts up to 6 weeks from the published deadline.

Candidates who are not initially admitted may be placed on an alternate list and will be offered admission in rank order as seats become available up to the first day of class.

Candidates may apply to only one healthcare program at a time. If admission is denied, candidates may apply to another healthcare program provided that the petition deadline has not passed.

What if I am not admitted to the program?

Applicants not accepted will need to re-apply by completing the Requirements Checklist for the year of reapplication. Students are responsible for following the guidelines for reapplication. Students are required to submit a new Requirements Checklist each year to apply.

If I am accepted, what am I required to do before the first day of class?

Accepted applicants must attend a mandatory Orientation Session with the Program Director and Faculty, at which time the student will be provided with information concerning other program requirements. Students not attending the Session and/or being unable to meet any additional requirements listed above will be unable to enter the program.

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What is the class schedule/length for the Respiratory Therapy program? The program begins in the Fall Semester. Respiratory Therapy classes are held during the day. Students are expected to participate in classroom, laboratory, and clinical experiences. The Respiratory Therapy program consists of five semesters and takes two years of full-time study to complete. Students may be required to travel out of town to clinical sites and must be available during daytime hours for clinical experiences, in addition to possible evenings or weekends. Applicants may take general education/related coursework for the Respiratory Therapy program prior to being admitted to the program. Please note that taking these courses does not shorten the length of the program. Graduates of the program qualify for exams offered by the National Board for Respiratory Care to obtain national credentials. National credentials are required for licensing to practice by the NC Respiratory Care Board.

Do I need a computer, and will I receive a CVCC email account?

Yes, access to a computer is required for this program. Once the CVCC application has been activated, students are assigned to a CVCC Email address and MyCVCC Portal account. Communication between students, faculty and any other college personnel will be by CVCC Email, so students must frequently check their CVCC Email accounts for admission status updates.

The following technology resources are recommended for successful completion of this program:
A laptop computer with:

- Windows 10 or later with at least 4GB of RAM (6GB or more preferred) and at least 3GB Hard Drive capacity (more preferred)
- Web Camera and Microphone
- Installation of Microsoft Office Suite & Teams (provided by CVCC)
- Installation of the free Google Chrome, Mozilla Firefox, or newest Microsoft Edge browser (Chrome recommended)
- Reliable Internet Access and Printer Access
- Cell phones are not a substitute for laptops; they cannot be used to complete assignments for this program

How do I apply for Financial Aid?

Applicants are encouraged to complete the FAFSA at www.FAFSA.gov. For assistance, contact CVCC's [Office of Scholarships and Financial Aid](#) at financial_aid@cvcc.edu or 828-327-7000, ext. 4860.

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How much does the program cost?

College tuition is set by the North Carolina State Legislature and is subject to change. Students are required to purchase a variety of books, instruments, clinic uniforms, malpractice insurance, accident insurance, and other fees as set by the College. The approximate cost for the program is \$8,700. (This figure is based upon current in-state tuition rates and reflects an approximate cost only). [Student payment information](#)

Estimated Program cost 1 st Year	
Physical exam, Immunizations, TB test	\$833.00 approx.
Black Scrubs (2 sets) & Black Scrub Coat (1) CVCC logo is required	\$180.00
Clinic Shoes (Black leather, upper with closed heel and toe, no mesh, no canvas)	\$100.00
College document manager platform for Immunization/Certification tracker, criminal background check, drug test	\$150.00 approx.
My Clinical Exchange	\$80.00 approx.
Medical Malpractice Insurance	\$35.00
Amber clinical tracking system	\$160.00 approx.
Stethoscope, scissors, HEPA mask, calculator, goggles, watch with second hand	\$165.00
Classmate Kettering	\$149.00 (Summer Semester)
AHA life support certifications	\$160.00
Club dues	\$10/semester
Pinning for seniors	\$20.00
Estimated Program cost 2nd Year	
Medical Malpractice Insurance	Approx. \$35.00
Kettering National Seminars Final Mock Exams	Approx. \$125.00 (Final Spring Semester)
Pins	\$50.00 (Final Spring Semester)
Kettering Seminar Review	\$430.00
NC License Fee - NCRCB	\$225.00* (after graduation)
Credentialing Exam	\$360.00* (after graduation) 1 st attempt, \$300 2 nd attempt
Ongoing expenses	
Transportation to clinical facilities	
Books and Supplies	
Tuition	
Maintaining immunizations/vaccines/College document manager platform requirements	
These prices are subject to change without notice.	

Please Note: This does not include CVCC College tuition, fees, and graduation costs. These cost estimates are in addition to the costs that any student attending CVCC will incur each semester, such as tuition, activity fees, accident insurance, books, and class supplies such as pens, paper, etc. Students applying for graduation will pay graduation fees. Estimates for these costs may be found in the [CVCC Catalog](#).

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RESPIRATORY THERAPY – TECHNICAL STANDARDS

Respiratory Therapy is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. The following activities are examples of the kind of activities which a student in the Respiratory Therapy Program will be required to perform in order to successfully complete the program.

CRITICAL THINKING	Respiratory Therapy students should possess critical thinking ability sufficient for clinical judgement.	Students must be able to identify cause-effect relationships in clinical situations; develop and/or participate in 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 health care members.
COMMUNICATION SKILLS	Respiratory Therapy students shall possess communication skills sufficient for interaction with others in verbal and written form.	Explain treatment procedures; initiate health teaching; document and interpret therapeutic interventions and patient responses.
MOBILITY	Respiratory Therapy students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time.	Move around in patients' rooms, workspaces, and treatment areas; administer cardiopulmonary procedures.
MOTOR SKILLS	Respiratory Therapy students shall possess gross and fine motor abilities sufficient to provide safe and effective respiratory care procedures.	Set up, calibrate and use equipment; position patients/clients; perform CPR.
HEARING	Respiratory Therapy students must possess sufficient auditory ability to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory breath and heart sounds, cries for help.
VISUAL	Respiratory Therapy students shall possess visual ability sufficient for observation and assessment necessary for patient care.	Observe patient/client responses; see calibration and alarms for equipment; patient assessment.
TACTILE	Respiratory Therapy students shall possess tactile ability sufficient for physical assessment.	Auscultation, percussion, palpation, and therapeutic interventions.
WEIGHT BEARING	Respiratory Therapy students shall possess the ability to lift and/or manipulate 45-50 lbs.	Position patients/clients; move equipment.
COGNITIVE ABILITIES	Respiratory Therapy students shall possess ability to be oriented to time, person and place, organize responsibilities, and make decisions.	Student shall assess patient/client complaints and implement appropriate treatment.
OCCUPATIONAL EXPOSURES	Respiratory Therapy students may be exposed to communicable disease and/or body fluids, toxic substances, and medicinal preparations. Students shall use appropriate precautions at all times.	Student may be assigned a client/patient with a communicable disease and shall provide total care using universal precautions.

Please note: Examples are not all inclusive.

If you have a disability and need accommodation, please contact the Counselor for Students with Disabilities and Special Programs at least 72 hours in advance at (828) 327-7000, ext. 4222 accommodations@cvcc.edu.

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Respiratory Therapy Program Ranking Worksheet

Admission requirements are subject to change without notice, and it is the candidate's responsibility to monitor program information whether enrolled at CVCC or elsewhere.

A Minimum GPA of 2.80 is Required GPA calculations include BIO 168, BIO 169, MAT 143 <u>or</u> MAT 152 <u>or</u> MAT 171. If completed BIO 275, ENG 111, ENG 112 <u>or</u> ENG 113 <u>or</u> ENG 114, Humanities/Fine Arts Elective (1), Social/Behavioral Science (1) will also be included in the GPA calculation.					
	GRADE	GRADE	GRADE		
REQUIRED COURSES Minimum Grade of "C" or higher	A	B	C		
BIO 168 (4 credits)	600	500	400	=	
BIO 169 (4 credits)	600	500	400	=	
MAT 143 (3 credits) <u>or</u> MAT 152 (4 credits) <u>or</u> MAT 171 (4 credits)	300	200	100	=	
Additional Coursework Not required for admission. Additional completed coursework may improve your ranking in the competitive selection process Minimum Grade of "C" or higher					
BIO 275 (4 credits)	600	500	400	=	
ENG 111 (3 credits)	100	75	50	=	
ENG 112 <u>or</u> ENG 113 <u>or</u> ENG 114 (3 credits)	100	75	50	=	
Humanities/Fine Arts Elective (1) (3 credits)	100	75	50	=	
Social/Behavioral Science (1) (3 credits)	100	75	50	=	
ADVANCED DEGREE Associates: Associate of Arts (AA), Associate of Science (AS), Associate of Applied Science (AAS), Associate of Fine Arts (AFA), Associate of Engineering (AE), Associate in General Education (AGE) Bachelors: Bachelor of Arts (BA), Bachelor of Science (BS) Masters: Master of Arts (MA), Master of Science (MS)			100	=	
TOTAL POINTS					

→ If all minimum requirements are met, proceed to **Step 5**

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STEP 5: 2027 Respiratory Therapy Program Requirements Checklist

Respiratory Therapy Program Petition and Requirements Checklist Deadline: May 31, 2027 by 11:59 pm

- ✓ **CVCC Student ID:** _____ **Student Email:** _____
Candidates must be logged into their Catawba Valley Community College account to submit a Respiratory Therapy Program Requirements Checklist.
- ✓ **All Official Transcripts Submitted: High School, College**
Transcript Deadline: May 17, 2027
- ✓ **Information Session Date:** _____
- ✓ **Required Courses** completed prior to applying

→ **SUBMIT:** [2027 Respiratory Therapy Program Requirements Checklist – Fill out form](#)



Important Respiratory Therapy Program Requirements Checklist Submission Information

1. Requirements Checklists are reviewed in the order they are received.
2. Incomplete Requirements Checklist will not be considered for review.
3. After you submit your Requirements Checklist, you will receive correspondence within **14 business days** sent to your CVCC Email notifying you of the following:
 - Confirmation that your Requirements Checklist has been received.
 - Which transcripts have been received
 - Which transcripts are still missingA note will also be recorded in **Self Service**.

2027 Respiratory Therapy Program Requirement Checklist Submission Date: _____