



Verification of Prerequisites for Enrollment in the Respiratory Care Program

The Antelope Valley College respiratory care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). All students wanting to enroll in Respiratory Care Program should follow these instructions.

Prerequisites for RCP 101 in the Associate Degree Respiratory Care Program are: Completion of BIOL 201 (General Human Anatomy – 4 units), BIOL 202 (General Human Physiology – 4 units) CHEM 101 (Introductory Chemistry – 5 units), Any Area 2 Math, and ENGL 101 (Academic Composition - 3 units) at Antelope Valley College or the equivalent at another accredited college. All science courses require a lab. Students are also required to meet the following prerequisites: minimum GPA of 2.0 for all college courses taken; minimum GPA of 2.0 for BIOL 201, BIOL 202, CHEM 101, English 101, and Any Area 2 Math.

1. Fill out the form attached to these instructions.

NOTE: You are responsible for notifying the Health and Safety Sciences Division office when you change your address or telephone number. Please call 661-722-6300, extension 6402, to do this.

2. Attach proof of high school graduation or high school equivalency. If you have a degree awarded by an accredited United States college, skip to step 3.

We accept the following proof of high school graduation or equivalency:

- Official transcript from an accredited high school in the United States, showing date of graduation.
- Official GED results.
- Official evaluation of foreign transcripts by an agency accredited by the National Association of Credential Evaluation Services (NACES). The evaluation must state that the student has the equivalent of senior (12th grade) graduation in the United States.

3. Attach official transcripts from colleges attended (including Antelope Valley College) showing prerequisite completion. One set of official transcripts from other colleges/universities must also be on file in the Admissions and Records Office. If you have Advanced Placement (AP) credits, an official transcript must be included, if credit was awarded for English 101 or any math course that falls under Area 2. "Official" college transcripts must be submitted in sealed envelopes that have not been opened by the student and must reflect all grades completed at the time the packet is submitted to the Health Sciences department.
4. **Attach a copy of the Educational Plan completed by one of the listed AVC Counselors assigned to the Health & Safety Sciences Division.**

Appointments can be made by email at counseling@avc.edu or by calling 661-722-6300, extension 6338, to schedule an appointment.

The form should be completed no more than one semester prior to submitting the enrollment packet. **If you are requesting an equivalency or substitution, allow at least six weeks for the process to be completed.** All students must see an AVC counselor before they submit an enrollment packet. Counselors complete Educational Planning and Evaluation Forms by appointment only.

Please note, counseling WILL NOT schedule students for an educational planning and evaluation of transcripts two weeks from the application deadline. Please do not wait until the last minute to schedule this appointment if you are trying to apply by the deadline.

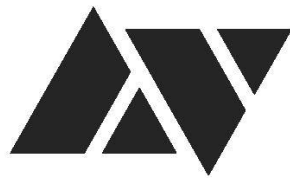
It is important that your educational plan is current and up to date. If you have any courses in progress, if you are waiting on any substitutions or equivalencies, it is important that you have your educational plan updated once courses are completed and substitutions/equivalencies are approved. Should you turn in a educational plan with any items pending, your application will be deemed incomplete and will not be processed. It is your responsibility to ensure this is completed and updated.

5. Applications are due May 1st of each year. Should the due date fall on a weekend, applications will be due the next business day immediately following.
6. Submit the items listed in numbers 1-4 to the Health and Safety Sciences Division office (UH 198, first floor, Uhazy Hall). Office hours are Monday through Thursday, 7:30 a.m. to 6 p.m. and Friday, 7:30 a.m. to 11:30 a.m. Enrollment packets may also be mailed.
7. Only official documents will be accepted. Faxed documents are not official and are not accepted. **INCOMPLETE PACKETS WILL NOT BE CONSIDERED.** Student applications will be ranked according to the multi screening criteria and enrollment will be based on the points system. Applications must be turned in by May 1st to be considered for the fall semester.

NOTE: The Respiratory Care Board of California requires applicants for licensure to submit fingerprints for criminal background check and driver history. The Board may deny a license for reasons specified in the Business and Professions Code, sections 480 and sections 3733 through 3763. Completion of an educational program in respiratory therapy does not guarantee that a license will be granted by the Board.

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.
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2/06; updated 7/06, 8/08, 8/09, 4/10, 11/14, 11/15,
8/20, 10/23



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Health and Safety Sciences

All students applying who have 50 hours or more of paid or volunteer work experience (Direct Patient Care) must have their immediate work supervisor complete this form. Once completed, please return to the Antelope Valley College Nursing Department.

Student Name _____

Position at place of employment _____

Work Title _____

Dates of employment in this position _____

Acute care _____ Extended care _____
(check one)

Job responsibilities _____

Name of institution _____

Supervisor's Name _____
(please print)

Supervisor's Signature _____

Title _____

Phone _____ Date _____

QUESTIONNAIRE RELATED TO MULTI-SCREENING CRITERIA

Please put an X in the appropriate column and provide the information requested

	YES	NO
I have earned (please circle which applies to you): <ul style="list-style-type: none">• AA/AS• BS/BA• MA/MS• PHD/Doctoral For college degree, official transcripts showing degree awarded must be attached.		
I have earned (please circle which applies to you): <ul style="list-style-type: none">• C.N.A• EMT• LVN• Medical Corpsman (Attached DD214, must be Honorable Discharge)• Monitor Technician• Paramedic• Radiology Technician• Registered Nurse• RCP License• Surg./Psych. Technician Must attach official license.		
Community support: All required prerequisites taken at AVC.		

"By signing this form, I affirm that I have answered correctly and honestly to all questions on this form. If I indicated that I can speak a language on the list fluently, I agree that I can be called upon to translate from that language to English and from English to the language that I indicated."

Print Name

Date

Signature

900_____
AVC Student Number

Transfer students please initial
below

Transfer student requesting
placement in _____ semester



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Health and Safety Sciences

3041 West Avenue K, Lancaster, CA 93536-5426

**VERIFICATION OF PREREQUISITES FOR ENROLLMENT IN THE
RESPIRATORY CARE PROGRAM**

**(Please print or type information and sign on the
back of the page where indicated)**

For Office Use Only

Date Received: _____

Time Received: _____

AVC ID Number _____

Telephone _____

E-mail address _____

Name _____
Last First Middle Maiden and Other Names Used

Address _____
Number and Street City State Zip Code

	Name of School	Address	Entrance Date	Graduation or Departure Date
High school(s) attended				
College(s) attended (include AVC)				

Initial the spaces that apply to you:

- _____ I have completed CHEM 101 (Introductory Chemistry – 5 units) at Antelope Valley College.
- _____ I have completed _____ units of Introductory Chemistry at _____ (if not taken at AVC).
- _____ I have completed BIOL 201 (General Human Anatomy – 4 units) at Antelope Valley College.
- _____ I have completed _____ units of General Human Anatomy at _____ (if not taken at AVC).
- _____ I have completed BIOL 202 (General Human Physiology – 4 units) at Antelope Valley College.
- _____ I have completed _____ units of General Human Physiology at _____ (if not taken at AVC).
- _____ I have completed ENGL 101 (Academic Composition – 3 units) at Antelope Valley College.
- _____ I have completed _____ units of English at _____ (if not taken at AVC).
- _____ I have completed a math course that falls under AREA 2 at Antelope Valley College.
- _____ I have completed MATH _____ or transfer level math equivalent at _____ (if not taken at AVC).
- _____ I have met with an Antelope Valley College counselor for completion of an Educational Planning and Evaluation Form.

I understand that this form is a request for review of prerequisites for respiratory care courses. Final registration in the Associate Degree Respiratory Care Practitioner (RCP) program depends upon completion of all institutional and departmental prerequisites. I understand that it is my responsibility to notify the Health and Safety Sciences Division office of any change of address or telephone number. I understand that I will be required to have a physical examination, drug screen and background screen before registering for respiratory care courses, and the results may affect registration in the respiratory care program. Students are notified of their acceptance by email.

By signing this form I am stating that all information provided is accurate and I have submitted transcripts from all colleges and universities that I have attended. I understand that falsifying or omitting any information is fraud. At any point if it is discovered that a student has omitted or falsified academic or personal information required by the college or program, the student will be disciplined according to Antelope Valley College Board Policies, Section 5500, and the college disciplinary process.

Signature of Student