

**UCNJ Union College of Union County, New Jersey**  
**A.A.S. Degree in Respiratory Care**

Dear Prospective Respiratory Care Student:

We are delighted that you have chosen UCNJ Union College of Union County, New Jersey (UCNJ) to begin your journey towards becoming a Respiratory Care Practitioner. The Respiratory Care program is a two-year program designed to prepare you for an entry-level career as a healthcare professional. Respiratory Care Practitioners are members of rapid response and trauma teams that respond to medical emergencies and coordinate care with other healthcare professionals in hospital, long term, and home care settings. Respiratory Care Practitioners initiate and manage mechanical ventilation, assist physicians with special procedures, and provide vital patient and caregiver education. The respiratory care laboratory and clinical affiliates and instructors will prepare you in developing the necessary skills needed to become a licensed, competent respiratory care practitioner.

The Respiratory Care program strives for excellence and is prepared to provide you with the education and clinical experiences that will assist you in pursuing specialty credentials or continuing your formal education.

We look forward to working with you to achieve your educational goals.

If you have any questions about the Respiratory Care program, please contact us at [respiratorycare@ucc.edu](mailto:respiratorycare@ucc.edu)

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**Application Checklist**

Items:	Yes	No
Completed Respiratory Care Program Application for Admissions Form	<input type="checkbox"/>	<input type="checkbox"/>
Unofficial transcripts	<input type="checkbox"/>	<input type="checkbox"/>
Official transcripts	<input type="checkbox"/>	<input type="checkbox"/>
(2) Letters of Recommendation	<input type="checkbox"/>	<input type="checkbox"/>

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**Application for Admission**

**Instructions**

Admission to the A.A.S. degree program in Respiratory Care at UCNJ Union College of Union County, New Jersey requires additional criteria for selection. Students must first be admitted to the College prior to submitting an application for admission to the Respiratory Care program. For information about applying to UCNJ Union College of Union County, New Jersey please visit: [Admissions](#)

*Applications due by May 30<sup>th</sup> for Fall consideration.*

Students who wish to be enrolled in the Respiratory Care program must complete this application. For full consideration, you must submit an application with supporting documents, including unofficial transcripts to: [respiratorycare@ucc.edu](mailto:respiratorycare@ucc.edu)

**Postal Mail:**

Respiratory Care Program  
Division of Allied Sciences  
UCNJ Union College of Union County, New Jersey  
232 E. 2<sup>nd</sup> Street  
Plainfield, NJ 07060

**Please submit official transcripts to:**

UCNJ Union College of Union County, New Jersey  
Admissions Office  
1033 Springfield Avenue  
Cranford, NJ 07016  
Or [admissions@ucc.edu](mailto:admissions@ucc.edu)

- Official high school transcript or GED scores (no college or prior course work was completed at UCNJ Union College of Union County, New Jersey)
- Official transcripts from other colleges/universities attended
- A World Education Services ® evaluation of foreign transcripts

Completed applications are reviewed on a rolling basis, and qualified applicants who completed the admission process and were accepted will be admitted until each class reaches capacity. Union County residents who meet the minimum admission criteria will be given priority.

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When there are more applicants than seats for each class, a waiting list is maintained by the Division of Allied Sciences.

Applicants seeking to transfer credits from previously completed respiratory care courses will be reviewed for advanced placement on a case-by-case basis and contingent upon the following:

- Credits must be from an accredited college or university and a CoARC accredited respiratory care program.
- Review of course content, description, and competencies to ensure equivalency.
- Demonstration of required core competencies prior to placement with program faculty approval

Applicants for advanced placement in respiratory care may contact the program director for more information. For information about applying to the College or transfer credits please visit [Transfer Students](#) or contact the Student Service Center at 908-412-3550.

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### Admission Requirements

1. Completion of a Respiratory Care program application.
2. Two (2) letters of recommendation (teacher, counselor, or professional).
3. Successful completion of the following high school or college level coursework in chemistry, math, English and biology.
4. If you have college credits, you must have earned a grade point average (GPA) of 2.5 or higher at UCNJ Union College of Union County, New Jersey or other accredited college or university within the past five (5) years.
5. Students must complete prerequisites and achieve a cumulative GPA of 2.5 or higher in the following:
  - MAT 113 Math Applications or higher-level math course
  - PSY 101 General Psychology
  - \*BIO 105 Anatomy and Physiology I  
\*Students must have achieved a final grade of C+ or higher in BIO 105 Anatomy and Physiology I
  - AHA CPR certification for the Healthcare Provider (BLS)
6. After acceptance into the program and prior to the Respiratory Care program orientation, students are required to complete a Criminal Background check, Student Health Form and Proof of Proliability Insurance.
  - A clear Criminal Background check by our vendor Adam Safeguard. Please complete the following [Criminal Background Release Form](#).
  - Proof of Professional liability insurance, "Proliability," (Please read "Proliability" below for more information).
  - Must have a [Student Health Form](#) completed by a Licensed Physician, Physician Assistant or Nurse Practitioner.
  - Immunization Records: The State of New Jersey requires all full-time students born after December 31, 1956 to be immunized against measles, mumps, Rubella and Hepatitis B, or prove that they meet one of the exemption requirements.
  - Additionally, as per clinical affiliate requirements, all students must have received at least one of their COVID-19 vaccinations prior to the start of the fall semester.

Please note: Students will not be assigned a clinical rotation/assignment unless the above requirements are met.

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### **Proliability**

Professional liability insurance having a minimum of 1 million dollars per claim and 3 million aggregate **must** be obtained prior to the start of the RSP101 Fundamentals of Respiratory Care course.

Please download your Proliability application via the below link:

[Professional Liability Insurance Program Student Application](#)

For more information, please contact:

Michael Miller

866-956-2774 ext. 84173

8:00 am to 4:30 pm CST Monday-Friday

Or please visit:

Professional Liability Insurance: [AARC Proliability](#)

Email completed application [Michael.miller@mercer.com](mailto:Michael.miller@mercer.com)

### **Medical Clearance**

Medical clearance, completed Student Health Form, must be completed and submitted prior to the start of RSP 101 Fundamentals of Respiratory Care.

### **Criminal Background Checks**

Clinical affiliates mandate criminal background checks for all students in patient care settings. Each student must undergo a criminal background check prior to admission to the program. These checks require a valid social security number. Federal and state laws preclude persons with certain criminal backgrounds from being in contact with children and patients. A felony conviction may affect a student's admission to the program and ability to attain state licensure.

Some clinical affiliates require annual background checks. These checks are conducted by an external vendor and payment is the student's responsibility. The results of the checks are forwarded to the College and, upon request, to clinical affiliates. The vendor will evaluate the information and make the final determination whether the student can engage in patient care. If a student is denied clinical placement by any clinical affiliate due to criminal history information, the student will be dropped from the program.

### **Universal Accessibility Services**

If you or someone attending with you has a disability and is in need of special accommodations, please contact the Coordinator of Universal Accessibility Services at 908-659-5168.

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**APPLICATION FORM**

**Please print clearly or type**

APPLICANT INFORMATION										
Last Name		First		M. I.	Date					
Street Address							Apartment/Unit #			
City		State		ZIP						
Phone		E-mail Address								
Semester Requested		Student ID No.		GPA						
Are you currently attending UCNJ Union College of Union County, NJ?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you attending another college?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If you are not currently attending UCNJ Union College of Union County, NJ have you applied?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						

EDUCATION									
High School		City/State							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College		City/State							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College		City/State							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College		City/State							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College		City/State							
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College		City/State							

COURSE WORK –									
Attach an unofficial copy of your UCNJ Union College of Union County, New Jersey transcript showing courses completed/transferred									
Have you completed all ESL and developmental courses (e.g., ENG 097, MAT 017, if placed)						YES	NO		
COURSES	SEMESTER COMPLETED		GRADE		CURRENTLY TAKING		WHAT COLLEGE?		
*MAT 113 or higher									
*PSY 101									
*+BIO 105									
ENG 101									
ENG 102									

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**APPLICATION FORM**

Last Name	First Name	Date	Student ID #
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COURSES	SEMESTER COMPLETED	GRADE	CURRENTLY TAKING	WHAT COLLEGE?
BIO 106				
<b>OTHER COURSES – CURRENTLY ENROLLED OR COMPLETED</b>				

Note:

- Grades of 'C' or higher are required in all ESL, developmental and general education courses.
- \* Prerequisite courses (require a cumulative 2.5 GPA)
- \*+ BIO 105 requires a grade of C+ or higher

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to enrollment, I understand that false or misleading information in my application may result in my dismissal from the Program.

Signature

Date

UCNJ does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs. If you or someone attending with you has a disability and is in need of special accommodations, please contact the Coordinator of Universal Accessibility Services at 908-659-5168.