



# Simi Institute

## RESPIRATORY THERAPY

**Respiratory Therapy Program  
Application & Information Guide  
21 January 2025 – REVISED 20 February 2025**

**Applications due: March 21, 2025**

**TABE Testing: April 1 - 4, 2025**

**Interviews: April 8 – May 2, 2025**

**Notification of acceptance: May 9, 2025**

**1<sup>st</sup> payment due: May 30, 2025**

**First day of class: June 9, 2025**

**Application fee: \$50 due with application submission**

**Be sure to attend RT's Information Meeting February 25<sup>th</sup> via ZOOM –  
information will be available soon at [www.simiinstitute.org](http://www.simiinstitute.org)**



## **A Career As A Respiratory Therapist**

Respiratory therapists care for patients who have trouble breathing. Their patients range from premature infants with undeveloped lungs to elderly patients who have diseased lungs. Many patients have a chronic respiratory disease, such as asthma or emphysema. Respiratory Therapists also provide emergency care to patients suffering from heart attacks, drowning, or shock.

Respiratory therapists use various tests to evaluate patients. For example, therapists test lung capacity by having patients breathe into an instrument that measures the volume and flow of oxygen when they inhale and exhale. Respiratory therapists also may take blood samples and use a blood gas analyzer to test oxygen and carbon dioxide levels.

Respiratory therapists perform chest physiotherapy on patients to remove mucus from their lungs and make it easier for them to breathe. Removing mucus is necessary for patients suffering from lung diseases, such as cystic fibrosis, and involves the therapist vibrating the patient's rib cage, often by tapping the patient's chest and encouraging him or her to cough.

Respiratory therapists may connect patients who cannot breathe on their own to ventilators that deliver oxygen to the lungs. Therapists insert a tube in the patient's windpipe (trachea) and connect the tube to ventilator equipment. They set up and monitor the equipment to ensure that the patient is receiving the correct amount of oxygen at the correct rate.

Respiratory therapists who work in home care teach patients and their families to use ventilators and other life-support systems in their homes. During these visits, they may inspect and clean equipment, check the home for environmental hazards, and ensure that patients know how to use their medications. Therapists also make emergency home visits when necessary.

In some hospitals, respiratory therapists are involved in related areas, such as diagnosing breathing problems for people with sleep apnea and counseling people on how to stop smoking.

## **About Our Respiratory Therapy Program**

Simi Institute's two-year Respiratory Therapy Program prepares graduates to apply and take the Registered Respiratory Therapist (RRT) certification examination by the National Board for Respiratory Care (NBRC) and apply for the Respiratory Care Practitioner (RCP) License by the Respiratory Care Board (RCB) of California.

Students in the respiratory therapy program must complete the following science courses at SICE or have completed the equivalent at a regionally accredited college prior to enrollment at SICE:

- RC103/ST103 Math and Science for Healthcare Providers
- RC102/ST102 Anatomy and Physiology for Healthcare Professionals
- RC101/ST101 Microbiology and Infection Control
- RC100/ST100 Medical Terminology

Respiratory therapy students must also successfully complete the following courses at SICE:

- RC 200 Foundations of Respiratory Care
- RC101 Microbiology and Infection Control
- RC100 Medical Terminology
- RC202 Applied Anatomy and Physiology
- RC204 Assessment of Respiratory Disorders
- RC206 Cardiopulmonary Disease and Pharmacology
- RC208 Airway Management and Therapy
- RC212 Acute and Critical Care
- RC214 Preventative and Long-Term Care
- RC216 Respiratory Care Certification and Exam Preparation
- RC230A Clinical Practice in Respiratory Care A
- RC230B Clinical Practice in Respiratory Care B
- RC230C Clinical Practice in Respiratory Care C

Respiratory therapy students must meet all course prerequisites prior to enrolling in each course.

During the second year of study, students will have unpaid clinical rotations which require reporting to a designated hospital in Ventura County, Los Angeles County or Santa Barbara County. Please note that students are responsible for their own transportation to and from clinical sites.

### **Degree Requirements**

**All students completing accredited Respiratory Therapy programs in the United States must hold at least an associate-level college degree.**

- If you already hold an associate degree from a regionally accredited U.S. college or university, you do not need to earn another. However, an official transcript noting your granted degree must be on file prior to starting the SICE program.
- If you are close to finishing your AA/AS degree (one to two classes short of completion), and plan to complete it by the end of the first fall term at SICE, you will need to submit an official transcript showing classes completed to date, and a plan of completion for SICE approval.
- If you do not have an associate degree or higher, you may participate in our partnership with Excelsior University to complete your degree. Most SICE Respiratory Therapy students participate in this partnership to earn their associate degree.

Students enrolled in the Excelsior University partnership take classes at SICE concurrently with the other classes needed to complete a degree from Excelsior University. Most of our students choose to earn an AS in Liberal Arts from Excelsior University. Some choose the AS in Health Sciences. A Bachelor's Degree in Health Sciences option is also available to our Respiratory Therapy students through Excelsior University for an additional fee and requires additional coursework.

The current requirements for the joint AS degree include 54 units of pre-professional and professional courses completed at Simi Institute, 7 units taken online at Excelsior University, and 12 units completed at Excelsior or transferred in from a community college, college, or university. Visit [www.excelsior.edu/partner/simi/](http://www.excelsior.edu/partner/simi/) for more information about degree completion requirements and transfer guides.

## **Notes About Licensure for Respiratory Therapists in California**

As part of the licensure application for respiratory care practitioners in California, the Respiratory Care Board of California requires that an applicant:

- provide a social security number (SSN) or taxpayer identification number (ITIN)
- disclose all criminal convictions, expunged/dismissed/set aside history, criminal action pending or awaiting judgement or sentencing, substance use/abuse information, and professional discipline

For more information on licensure information, visit the Respiratory Care Board of California website at [www.rcb.ca.gov](http://www.rcb.ca.gov).

## **Accreditation**

The Respiratory Therapy Program of Simi Institute for Careers and Education / Excelsior University Consortium, with CoARC number 200586, is accredited by the Commission on Accreditation for Respiratory Care. Simi Institute for Careers and Education is also accredited by the Western Association of Schools and Colleges. Excelsior University is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

## **Admission Application Requirements**

- All applicants must be at least 18 years of age by the first class meeting OR will have earned a high school diploma or equivalent (GED, HiSET, TASC, or foreign equivalent) by July 1st.
- All applicants should read at the 12<sup>th</sup> grade level. While a high school diploma or college coursework is not required of students over the age of 18, it is encouraged.

## **Application Fee**

There is a non-refundable application fee. It can be paid by cash, money order, cashier's check, or credit card to the SICE Business Office.

## **Application Process**

**Step 1:** Complete and return the Written Application and Application Fee to SICE's Business Office (Rm 301) by the application deadline. All applications received will be notified via email of the Step 2 and Step 3 process, which includes dates/times for testing and interviews.

**Step 2:** Come to the SICE campus during the available times to take the written test (approx. 1-1 1/2 hours).

- An applicant must have submitted the written application and application fee in order to receive an invitation to take the written test.
- The written assessment test includes questions to assess English and Math skills.
  - Reading and Language questions are taken from the Test for Adult Basic Education (TABE).
  - Mathematics questions cover number sense, numerical operations, fractions, decimals, percents, and solving equations.
- Applicants are only allowed to take the written test once during each application process.
- The written exam is offered on the main SICE campus. Daytime and evening testing options will be available.

**Step 3:** Complete an interview with program staff.

- Someone from our SICE office will contact each applicant via email to schedule an online interview (approx. 20 minutes).
- Applicants should arrive at least ten minutes early for interviews. If an interview appointment cannot be made, call the phone number provided. Rescheduling an originally assigned interview date may be done one time only.
- Applicants who do not attend the scheduled interview, forfeit their application in the Respiratory Therapy Program.
- The school will not contact applicants who fail to show for their interview.
- Applicants are expected to attend the interview in business casual attire (dress, pants/skirt with a button down, collared shirt, or blouse). Note that shorts, t-shirts, crop tops, dirty tennis shoes, and flip-flops are not appropriate.
- Successful applicants will show up on time, use good communication skills, demonstrate knowledge of the respiratory therapist profession, and give complete and thorough answers to the questions asked by the interview panel.

## **Program Selection Process**

Selection for the Respiratory Therapy program is based on:

- application essay
- a written entrance test of adult basic skills
  - Part 1: English – reading comprehension and language skills
  - Part 2: Math skills – equations, fractions, percentages, scientific notation, pre-algebra
- an interview with SICE Respiratory Therapy Staff
- academic preparation (from optional transcripts)
- relevant work experience or volunteer work (listed in application)

Although not required for admission, successful completion of college courses and experience in the medical field are considered in admission selections. Transcripts must be provided with the application packet for coursework to be considered. A record of work experience, volunteer work, or involvement in school clubs is also favorable.

## **Program Status Notification**

Students will be notified of program acceptance/denial/or waitlist status via email, using the email address provided on the application. A letter of acceptance/denial/or waitlist status will also be mailed to the home address given on the application. It is the applicant's responsibility to inform Simi Institute of any changes in email address, home/ mailing address, and/or contact number.

All accepted students will be required to pay the 1<sup>st</sup> semester payment installment in full at least one week prior to the first class start date. Students who do not make a payment by this date will forfeit their spot to a student on the wait list.

Students who are not granted admission will be placed on a wait list in the order that they scored and be contacted if spots arise within the first week of the first class. Program alternates are ranked based on their overall application package (score), and will be contacted in order should a space become available in the program. Alternates need to be ready to pay the 1<sup>st</sup> installment within 3 days of accepting admission.

### **Notes About Dress Code**

Respiratory Therapy students are expected to be well groomed and required to wear provided scrubs and ID badges when in SICE campus courses and at clinical sites. Visible tattoos must be covered, necklaces tucked inside scrub tops, and visible piercings outside of the ear removed when in SICE professional courses and at clinical sites.

SICE Respiratory Therapy Program/Excelsior University Associate Degree Liberal Arts  
 Estimated Student Expenses (as of 1/21/25)

**First Year RT Student**

<b>Fees to Simi Institute</b>	<b>Approx. \$12,050</b>
S.I.C.E. Application Fee	\$50
All RT Courses @ Simi Institute	SUMMER SEMESTER \$3,600
<i>Includes textbooks, uniforms, ID badge, and all other required course materials.</i>	FALL1 SEMESTER (August) \$2,100
	FALL2 SEMESTER (October) \$2,100
	Spring1 SEMESTER (January) \$2,100
	Spring2 SEMESTER (March) \$2,100
	<b>Estimated First Year Costs \$12,050</b>

**Second Year RT Student**

<b>Fees to Simi Institute</b>	<b>Approx. \$550</b>
Courses @ Simi Institute & Clinical Rotation	SUMMER SEMESTER \$550
<i>Includes textbooks and all other required course materials.</i>	FALL SEMESTER \$0
<i>Students must have successfully passed all First Year Courses @ Simi Institute in order to enroll in Second Year Program. Hours for clinical rotations vary by hospital placement.</i>	
Kettering Review Session	\$0
<i>Provided by Simi Institute.</i>	
Simi Institute Commencement Ceremony	\$0
<i>Provided by Simi Institute.</i>	
Simi Institute Program Progress Transcript to Excelsior University	\$0
<i>Provided by Simi Institute upon the successful completion of first year studies.</i>	
Simi Institute Final Transcript to Excelsior University	\$0
<i>Provided by Simi Institute upon the successful completion of second year studies.</i>	
<b>Clinical Rotation Fees</b>	<b>Approx. \$550</b>
AHA Basic Life Support for Healthcare Providers	\$0
<i>Provided by Simi Institute.</i>	
Fire Safety Certification	\$0
<i>Provided by Simi Institute.</i>	
Liability Insurance for Clinical Rotations	\$0
<i>Provided by SVUSD when working at assigned clinical sites.</i>	
Fingerprinting/Background Check <i>Federal requirement for all hospital personnel.</i>	\$0
<i>Provided by Simi Institute.</i>	
Drug Screening <i>Federal requirement for all hospital personnel. Provided by Simi Institute.</i>	\$0
Personal Medical Insurance <i>Student provides own.</i>	Varies
Proof of Immunizations and titers for Covid, MMR, DTAP, Rubella, Hepatitis B, etc. <i>Provided by student's doctor. Note: COVID vaccination is required at some partner hospitals</i>	Varies
SICE Student Physical <i>Provided by student's doctor.</i>	Varies
TB Tests <i>Two back-to-back TB tests are required. Provided by student's doctor.</i>	Varies
Chest X-ray <i>Required only when a TB test is positive. Provided by student's doctor.</i>	Varies
Flu Shot <i>Required by hospitals during flu season. Provided by student's doctor.</i>	Varies

<b>Excelsior University Fees</b>	<b>Approx. \$3,570</b>
Financial aid and scholarships are available through Excelsior. Visit <a href="http://www.excelsior.edu/partner/simi/">www.excelsior.edu/partner/simi/</a> for more information.	
<b>Licensing Fees (Respiratory Care Board of California) *AFTER DEGREE</b>	<b>Approx. \$800</b>
NBRC License Application for Exams <i>TMC Exam \$190 for CRT License + CSE Exam \$200 for RRT license</i>	\$390
Passport Photo	\$10+
California Society for Respiratory Care's Ethics Course, or; American Association for Respiratory Care (AARC) California Law and Professional Ethics Course <i>Note: This is an online course.</i>	\$30 to \$60
RCB California State License Fee <i>Paid only after passing licensing exam.</i>	\$300
Live Scan Fingerprinting	\$75+

\*\*Note: Prices are subject to change\*\*





## RESPIRATORY THERAPY PROGRAM APPLICATION

**2025/2027**

**Deadline to Submit – no later than 3:30 p.m. on March 21, 2025**

**Application fee (non-refundable) - \$50.00 Credit Card, Cash or Money Order only –**

**Return your completed application and \$50.00 to the Business Office, Room 301.** The application fee must be paid in cash, credit or debit card, or money order. No personal checks will be accepted.

**OR**, pay online here <https://www.simiinstitute.org/programs/medical-careers/respiratory-therapist> and drop off application to Room 301, attention to Kristen Diaz, **OR**, mail the application to:

**Simi Institute for Careers & Education  
Respiratory Therapy – Attn.: Kristen Diaz  
1880 Blackstock Avenue  
Simi Valley, CA 93065**

**Please print clearly using black or blue ink. Complete all areas of the application and provide all information requested. If an area does not apply, write “N/A”.**

### **PART 1: PERSONAL INFORMATION**

**Please list all names as they appear on Drivers License or Identification card**

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

E-MAIL ADDRESS (this is the primary method of communication so please provide a valid address that you regularly check):

\_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

### **PART 2: EDUCATION**

	Name and Location of School	Course of Study	Diploma/Degree /Certification
High School:			
College:			
Voc/Tech School:			
Other:			

If you received your GED® / HiSET / TASC in lieu of a high school diploma, please provide the following information: Test Name/Date: \_\_\_\_\_

Transcripts/Certificates: It is optional to provide official transcripts. However, successful completion of high school courses, college courses, and certificate courses enhances the strength of your application.

**PART 3: EMPLOYMENT / OR VOLUNTEER HISTORY**

List all relevant employment starting with your present employer. Please include volunteer assignments. We may contact some or all of the employers listed for verification.

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

**PART 4: CLUBS / ORGANIZATIONS**

Please list any clubs or organizations that you have been active in during the past two years.

Name of Club or Organization	Activities and Function(s)

**PART 5: ESSAY**

Please write and attach your responses to the essay questions on this application. Give details and use appropriate grammar and punctuation to provide a comprehensive narrative. Responses to each question should be one-half to one page in length. You may type or hand-write your responses but they must be legible.

**Question 1: Please explain the role of a Respiratory Therapist in a healthcare team.**

**Question 2: Why do you want to be a Respiratory Therapist and what qualities/attributes do you possess that make an ideal candidate?**

**PLEASE READ CAREFULLY BEFORE SIGNING**

**I certify that all information I have provided is true and complete. I further understand that any serious discrepancies on the application form may jeopardize my status as a candidate.**

**Any of the persons listed by me in this application are hereby authorized to furnish Simi Institute with information regarding my work, character, abilities, personal conduct and other data necessary to process my application.**

**I am aware that completion of this application will NOT automatically place me into the Respiratory Therapy program at Simi Institute and that subsequent testing and interviewing will be required.**

**I understand that all expenses incurred in the application and acceptance processes will be paid by me and will not be refunded regardless of whether or not I am accepted.**

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date