



**Department of Health Sciences**

**Associates of Applied Science (AAS) in Respiratory Therapy**

***Application Procedure Check-off Form***

**The application for the Respiratory Therapy AAS **MUST** be submitted via email ([healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu)) in PDF format with the subject line “RT application”.**

This check-off form is intended to help you meet the AAS RT application requirements (do not submit this form, as it is a tool to help guide you through the application process).

The following items must be received by the Department of Health Sciences by **March 1**:

- Please submit a **1-to 2-page essay, double-spaced, using 12-point Times New Roman font**. Your essay should address the following questions to help us understand your motivations, experiences, and goals in respiratory therapy.
  1. Describe a moment when you felt inspired to pursue a career in respiratory therapy. What made it meaningful?
  2. What qualities or experiences do you possess that will help you succeed in this field?
  3. What specialized area of respiratory therapy do you see yourself working in, and why?
  4. How do you envision making a difference in the lives of patients and their families?
  5. What challenges do you anticipate in this profession, and how do you plan to overcome them?
- Complete the [Application form](#):
  - Complete all fields on the fillable PDF application for the AAS RT application form. Handwritten or paper submissions will not be accepted.
  - Sign the form electronically.
  - Save the form, then submit the application with your personal essay via email to [healthscience@coloradomesa.edu](mailto:healthscience@coloradomesa.edu) in PDF format.
  - You must submit the form and essay from your CMU email address.
  - All applications submitted via the required email submission process will receive an automated email confirmation of receipt.
  - Applications will not be reviewed until after the submission deadline of March 1. Further communication may not occur until after the deadline.

- Please review and make sure the following steps are complete *PRIOR TO* the March 1 deadline.
  - **Current CMU Student Applicants**
    1. Must be a Pre-Respiratory Therapy major. If you are unsure of your current major status, contact the Admissions Office (970-248-1875) to confirm your status.
    2. Confirm with the Registrar's Office (970-248-1555) that you do not have any holds on your account.
  - **Non-current CMU Student Applicants**
    1. Apply to CMU via the Admissions Office.
    2. Confirm your acceptance to CMU via Admissions.
    3. Confirm all transcripts from previously attended schools have been received by CMU.
      - Make sure any prerequisite courses completed outside CMU are the equivalent to the prerequisites required for the RT program.
    4. Confirm your transcript evaluation has been completed by the Registrar's Office (970-248-1555).
    5. Confirm with the Registrar's Office that you do not have any holds on your account.

**All applications submitted via the required email submission process will be sent a confirmation email upon receipt of the initial email submitted. Subsequent emails will not receive an automated response. If any forms or information is missing, the applicant will be contacted via the applicant's official CMU email address listed on the AAS Respiratory Therapy program application form. For additional questions about the application process, please contact Dave Weinzimmer, Professional Staff Assistant, at [dweinzimmer@coloradomesa.edu](mailto:dweinzimmer@coloradomesa.edu).**

### **Application Timelines**

- Week 1 Post Application Deadline: Application committee reviews all completed AAS RT applications
- Week 2 Post Application Deadline: Letters sent to all AAS RT applicants (decline or invite to interview)
- Week 3 Post Application Deadline: Interviews for selected applicants
- Week 4 Post Application Deadline: Letters sent to interview candidates (acceptance or wait list)