



EL CAMINO COLLEGE

Radiologic Technology Program

APPLICATION INFORMATION PACKET

Application Filing Period is March 16 to April 5, 2017

DIRECTIONS & Instructions for Filing an Application to the Radiologic Technology Program

1. Print out the 4 page **2017 RT Application form** - available on the RT website (Please keep in the LANDSCAPE format -Portrait not accepted) The applicant must fill out **pages 1 & 4**; the Health Science counselors will complete **pages 2 & 3** during the counseling appointment.
2. Review all of the information contained within the **2017 RT Program Application Information packet**.
This packet provides an explanation of what is required and how to file an application to the R. T. program.
3. Review the **2017 RT Program Application Checklist and Worksheet** section to learn how to earn the additional points on the application. Use the checklist provided to be sure that you have submitted all of the required documents for the application.
Missing information or incomplete applications will not be considered for review.
4. Fill out the **2017 RT Program Application Course Evaluation** page to confirm that you have completed the required prerequisites.
All required pre-requisite course work must be completed with a minimum GPA of 2.25 before you can submit the application.
5. Make an appointment to meet with one of the Health Science counselors (Janice Pon-Ishikawa, Kelsey Iino, Chris Jeffries or Stephanie Bennett) between **March 16 to April 5, 2017**. Check the RT website for the **"RT Applicant drop in counseling appointment schedule"**.
6. You must have completed all required documentation and ready to submit an application to the program, at the time of the counseling appointment. Your final step to file the application is to meet with a counselor and have your coursework and GPA evaluated – (RT Application form pages 2 & 3). At the completion of your appointment, you will submit your application to the counselor for consideration.
7. Arrange to send official transcripts by mail prior to your appointment, bring copies of all relevant transcripts with you to the appointment – DO NOT send your transcripts to the Radiologic Technology Program – only to the Admissions Office.
8. Your application will be forwarded to the Radiologic Technology faculty for evaluation and ranking. Page 4 and the supporting documentation will be reviewed to determine how many additional points you may be awarded on your application by the RT Faculty.
9. After filing your application, you must send Mrs. Charman (Program Director) an email with your information (see instructions) – to complete the application. You will be notified of your ranking via your El Camino email address by Mrs. Charman by **May 1, 2017**.
10. Keep a copy of your documents, your application will not be returned.

Application Instructions –

To file an Application to the Radiologic Technology Program for Fall 2017 – you must complete the following requirements:

1. You must be registered as an El Camino College student to obtain an **ECC student ID #** and an **ECC email address** for the application.
2. You may register on line – follow the instructions under the **RT Program Application Worksheet Checklist** section.
3. Fill out the Worksheet Checklist to ensure you have submitted all required documents for the application & bring to counseling appointment.
4. All required course work must be completed with a minimum **GPA of 2.25** to file an application. (see RT Application pg. 2 for details)
5. Read this entire Application Information packet and all forms carefully, to be sure that you can receive the maximum points possible.
6. Collect all the necessary paperwork required to be eligible to receive all points possible on the Radiologic Technology Application.
7. Be sure to submit all required application documents, (keep a copy of all documents submitted) at the time of your counseling appointment.
- 8. Any documents submitted after April 5, 2017 will NOT be considered.**
9. Make copies of any supporting documents you submit (ex: a copy of your XT Certificate – not the original certificate)
10. The 2017 application and supporting documents will not be returned.

Other Requirements:

1. **Social Security Number** : The state of California, Department of Public Health, Radiologic Health Branch requires a graduate from an accredited Diagnostic Radiologic Technology program to have a valid social security number to be eligible to take the licensing exams for Radiology and Fluoroscopy. In addition, a social security number is required to complete the mandatory background check prior to acceptance into the program. Radiologic Technology applicants may be required to show proof of a valid social security number prior to acceptance into the radiology program. You DO NOT have to submit a copy of your social security card. Only include the last four digits of your number on the application.
2. **Photo Identification card**: For purposes of identification verification, applicants will be required to submit **a clear copy** of a current California Driver's License (CDL) or State issued ID card with the application. Accepted applicants will also be required to provide proof of a valid El Camino College Student ID card during the second orientation session prior to acceptance into the program.
3. **Cover letter and Resume** - As part of the application process, each applicant is required to submit a one page cover letter explaining their interest and commitment to become a part of the El Camino College Radiologic Technology Program. In addition, the applicant is required to include a one page resume, describing at a minimum, their educational background, work history to include any health care or military experience (if any).
4. **Letter of Recommendation** – Applicants are required to submit **ONE** professional letter of recommendation to the program with the application. The letter must be written within **2 years** from the date of application. Letters dated later than 2 years will not be accepted. **Letter must be dated**. Character references must be on letterhead stationary and/or attached business card of the person writing the recommendation letter. **Letter must include a signature** with the writer's contact information. - Professional or Business references – *not personal (family or friends)* Letter may be from an employer, supervisor, professor with a lab class, or counselor. **If there is no date or signature, it will not be accepted.**

Application Review Procedure and Notification of Acceptance:

1. All completed applications will be reviewed and ranked by the Radiologic Technology Application Committee, based on the multi-criteria points system on the application.
2. Applicants will be notified by the **R T Program Director , Dawn Charman**, or faculty via their **El Camino email address** - on or before **May 1, 2017**, if the application has received sufficient points to make the “**top 35**” or not.
3. The **top 20 - 24** applications will be offered a conditional acceptance for a position in the **FALL 2017** Radiologic Technology Class.
4. The remaining **# 25 – 30** applicants will be ranked as possible alternates for the **Fall 2017** class. If someone from the top 24 declines the position on or before **Sep 1, 2017**- the next ranked applicant on the alternate list will be offered a provisional position.
5. All top 30 applicants will be expected to reply via email to the Program Director, that they either accept or decline the offer by the deadline posted in the email. The “top 30” will be expected to attend the first of two summer mandatory orientation sessions.
6. Upon receipt of the applicant’s acceptance email, the applicant will be provided information about the Mandatory Orientations that are held during the Summer 2017 semester. The dates of the orientation will be posted on the website.
7. **Failure to send an email reply by the specified date, or failure to attend the mandatory summer orientation, will result in the removal of the applicant’s name from the applicant pool.**
8. Once an applicant attends the mandatory orientation, and has successfully completed all required paperwork (background check and physical health exam, etc.) the offer converts from a conditional placement to a confirmed placement in the program beginning **Aug. 29, 2017**.

Previous applications

Applicants who have previously applied to the ECC RT Program should clearly indicate on page 1 of the Application form all previous application dates for possible consideration in the event of a tie-breaker.

Applicants not accepted for 2017

- If the application does not rank in the top 40, then the applicant should review page 5, item #M, on the **Worksheet Checklist** below – for suggestions on how to improve your GPA and application points for the next application filing period.
- You may also contact the Program Director to set an appointment, have an email consultation, or schedule a visit during office hours on how to improve your points for the next application period.
- You may reach the Program Director, Dawn Charman at RadTechDirector@elcamino.edu



EL CAMINO COLLEGE - RADIOLOGIC TECHNOLOGY PROGRAM

Use this checklist to assist you in completing the Radiologic Technology Program Application

RT APPLICATION WORKSHEET AND CHECKLIST

RT APPLICATION WORKSHEET AND CHECKLIST		Check when completed
To file an Application to the 2017 Radiologic Technology Program – you must complete the following requirements:		
A. Register as a student at El Camino College. - You may register on line Follow the steps to enrollment for El Camino College. http://www.elcamino.edu/docs/ECC-One-Stop-Guide.pdf		
B. Obtain an ECC student ID # and ECC email account Note: You MUST include your complete ECC email address on page 1 of the application or it is considered incomplete.		
C. Official transcripts for all college courses that are <u>required for entrance</u> into the Radiologic Technology Program must be on file with the El Camino Records Office <u>before</u> an application can be filed. Have all official college transcripts from regionally accredited institutions sent by mail - directly to El Camino College Admissions and Records before the counseling appointment. D. No hand carried transcripts are allowed. E. Arrange to have all transcripts mailed to ECC at least <u>two weeks</u> in advance of appointment time. F. Official transcripts are not needed for courses taken at El Camino College.		
G. All transcripts from outside the United States must be evaluated by an ECC-approved foreign evaluation service on a course by course basis – Provide copy of review. Contact counseling department for information.		
H. Courses completed at other regionally accredited United States colleges or universities must be equivalent to El Camino College courses. Course descriptions must accompany the academic transcript for the purpose of determining course equivalency. Course descriptions must come from the specific catalog year in which the course was taken and may be obtained from the college catalog where courses were taken or may be available at http://www.collegesource.org/ . I. No course descriptions are required for prerequisites completed at El Camino College.		
J. Review the RT Program website: www.elcamino.edu/healthscience/radiologictech – for any updated information regarding the program application – see RT Application link on the left side.		
K. Complete all required program pre-requisites and courses as specified on your educational plan. See requirements listed on the Course Evaluation Worksheet. Print and fill out the Course Evaluation Worksheet and bring with you to your counseling appointment.		
L. For any course in which a grade of “C” or better was earned, the <u>last course grade</u> will be utilized. All required course work must be completed with a “C” or better to be eligible for credit on the application, but at least <u>2 courses</u> should be completed with a grade of “B” or better, to meet the minimum requirement of GPA of 2.25 to file an application.		
RT APPLICATION WORKSHEET AND CHECKLIST – Continued on next page		

RT APPLICATION WORKSHEET AND CHECKLIST – Continued

Check when completed

<p>M. 1) If you received a C grade in Anatomy, Physiology or Intermediate Algebra and want to improve your GPA for the application - you may retake one of these courses - ONE time for a better grade. (Example: If you received a C in Anatomy 32, or Physiology 31, you could take another Anatomy or Physiology equivalent course at ECC or another college. To repeat the same course at ECC when you have received a passing “C” grade requires you to file a “Petition to Repeat” which will only be allowed when there has been more than 36 months passed since the last time the course was attempted. The petition may or may not be approved by ECC admissions office.)</p> <p>2) If you received a substandard grade (D or F) in Anatomy, Physiology, RTEC-A or Intermediate Algebra courses, and want to improve your GPA to be eligible to file an application, you may retake one of these courses - ONE time for a better grade. While the college may allow you to repeat the course for a 3rd time, with 2 substandard grades, the application requirements only allow ONE repeat attempt for a substandard grade.</p>	
<p>N. RTEC A - may only be repeated <u>one time</u> and by approval of the RT Program Director . A repeat request for a previous “C” grade in RTEC-A will only be allowed when there has been more than 36 months since the last time the course was attempted. If it has been less than 3 years, then you may contact the Program Director for a “Petition to Audit” form to retake the class and improve your grade.</p>	
<p>O. It is Recommended that Anatomy, Physiology & RTEC-A <u>should be completed within 5 years</u> of the application filing date. You are eligible to file an application if the course is over the 5 years, but it is strongly recommended that these courses or their equivalent should be repeated to improve the student’s success in the RT Program. A similar “refresher” course can be taken (Ex. Anatomy 30). A “Petition to Repeat” form is required in order to enroll to repeat the same course . These are available in the admissions office.</p>	
<p>P. Review the R T Application for the areas where additional points can be awarded for the application. Collect all supporting documentation necessary to provide evidence for eligibility for the additional points on the application See the Application Evaluation Criteria form for explanation of the points system for each area on the application</p>	
<p>Q. Meet with a Health Science Counselors (Janice Pon-Ishikawa, Kelsey Iino, Chris Jeffries or Stephanie Bennett) between Mar 16- Apr 5, 2017. To schedule a counseling appointment - Go to the MyECC login page and then make an appointment under Web Services - Online Counseling Appointments.</p> <p>R. There will be a link for RT Counselor Drop-in Appointments available on the RT website www.elcamino.edu/healthscience/radiologictech</p>	
<p>S. Include the following documents with your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume <input type="checkbox"/> 1 Letter of Recommendation <input type="checkbox"/> Completed 4 page RT Application Form <input type="checkbox"/> All documents required for evidence of additional points <input type="checkbox"/> Additional Forms in attachments as required 	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of Calif. Driver’s License or Valid Photo ID <input type="checkbox"/> Last 4 digits of SS# is listed on Application <input type="checkbox"/> Other: _____ <p>The counselors will use a check list to assure all appropriate documents are included</p>

Please review all of the up to date information available at the RT Website: www.elcamino.edu/healthsciences/radiologictech

Application Evaluation Criteria Form for Additional Points Description

The following table provides an explanation for what documentation and evidence is needed for each section of the **RT Application - PAGE 3**

GPA, Academic and Course Completion – Required documents for Points Evaluation	
GPA & Course Evaluation	Description of requirements and or supporting documents that must be included with the application for credit See Application for specific points and criteria for each section
	<ul style="list-style-type: none"> • Official transcripts for all College courses that are <u>required for entrance</u> into the Radiologic Technology Program must be on file with the El Camino Records Office <u>before</u> an application can be filed. • Failure to submit transcripts with all grades posted at the time of counselor's evaluation will result in disqualification of the application . • *Radiologic Technology courses completed at another college – A copy of transcripts must be included with the application – <ul style="list-style-type: none"> *The point value for the other radiologic technology courses will be evaluated by the R.T. Program Director
Other Relevant Courses for points - explanation for Page 3 of the RT Application	
	<p>Additional points may be accumulated based on other course work completed.</p> <ul style="list-style-type: none"> • All courses must be passed with a minimum grade of B to be eligible for points. (See pg. 3 on Application for point values) <ul style="list-style-type: none"> ▪ Adaptive PE Assistant – PE 201 (Recommended for students pursuing health care careers and gaining experience aiding others in need) ▪ Public Speaking Courses - Com 1, 3, 4 or 12, (Recommended for all students to improve communication skills) ▪ Anatomy 30 (or equivalent of 4 or more units in an combination Anatomy & Physiology Course) ▪ For ESL Students, ESL 51B or 51 C is recommended to improve communication skills & success in the program (no additional points)
Previous academic degrees, diplomas, Military service for American Veteran	
BS/BA or AA/AS degree <ul style="list-style-type: none"> • Official transcript from regionally accredited U.S. colleges or universities <u>with degree posted</u>, and a <u>copy of the degree</u>. • All from outside the United States must be evaluated by an ECC-approved foreign evaluation service 	
American Veteran Status Copy of Defense Department Form 214 (DD 214) Honorable Discharge required.	

Table continued on next page

Application Evaluation Criteria Form for Additional Points Description – continued

The following table provides an explanation for what documentation and evidence is needed for each section of the **RT Application - PAGE 4**

Work Experience and/or Volunteer and Observation Experience- Must be within completed within the last 7 years from the date of application to receive points	
Description of requirements and or supporting documents that must be included with the application for credit	
7. Certificate of Completion for : Limited XT (X-ray Tech) = 5 pts / LVN, RN, EMT, MD or other Health Care occupations = 4 pts	Licensed or certificated healthcare worker requires a copy of your current California certificate including your certificate number, date of issue and date of expiration to be included in the application packet. For Military Medical Tech (Medic) - Copy of Certificate issued by Armed Forces division – within past 5 years. Maximum 2 certificates or 9 points allowed
8. Limited Radiologic Technician (XT) (8 pts) work experience in direct patient care >1000 hrs	Proof of Work Experience: (Note ALL information below must be included in the letter to receive the points) Letter from current/former employee verifying employment. The letter must be on organizational letterhead with an original signature and must include applicant's name, start date and end date (if applicable), employee status (full-time/part-time), <u>number of hours worked per week</u> (or total hours from/to date), job title, and examples of duties including type of patient interaction. Experience must be within the last 5 years
9. Other Health Occupations (4 pts) work experience with direct patient care > 1000 hours of experience	
10. Other Work /Volunteer (1 pts) Experience credit for working while attending college (not health care related area) Minimum –work 16 hrs/wk with 6 units Experience must have been within the last 5 years.	(Note ALL information below must be included in the letter to receive the points) If you have maintained employment or volunteered at least 16 hours per week while attending college taking at least 6 units , you may be eligible to receive additional points on the application. The letter from current/former employee verifying employment must be on organizational letterhead with an original signature and must include applicant's name, start date and end date (if applicable), employee status (full-time/part-time), <u>number of hours worked per week</u> (or total hours from/to date). If self-employed, a notarized letter will be accepted. Your Resume should also reflect your education & work history. You must also include a copy of your transcripts with the application for proof of attending school during that time.
11. RT Program – Clinical Experience (~1 pt) Minimum 1000 documented hours RT Program –Courses ~(1 pt) Intro Courses or Program courses will be evaluated by the Program Director for additional points on application – must have completed at least 12 units with a B or better	Previous Radiologic Technology Program Experience. For applicants previously admitted in the ECC or other RT Program, applicant must submit a self-evaluation letter describing reasons for leaving program, and what steps have been taken to ensure success if applicant is admitted into the ECC RT Program. The <u>Program Director</u> must verify the number of clinical hours completed by providing a letter documenting attendance in program, number of clinical hours completed, and reasons for leaving the program early. Only students in GOOD STANDING will be given additional points. Per the ARRT Code of Ethics , students who have been <u>dismissed</u> from a program due to Ethics violations such as patient safety /radiation safety, may not be eligible to be admitted into another program. Background and/or ARRT clearance may be required. For Rad Tech Course evaluation, a copy of transcripts from the institution must be included with the application for credit.
12. Volunteer in other Health Care (0.5 – 1.0 pts) Direct patient care contact with > 40 hrs.=1.0 pts In-direct patient care contact < 40 hrs.= 0.5 pts	Volunteer: Submit a letter on the institution or organization's letterhead verifying volunteer service. The letter must include original signature and applicant's name, start date and number of hours volunteered and examples of duties including type of patient interaction. This must be in addition to the credit given for # 10 above
13. Community Service or /Service Learning : (1 pt) > 40 hours experience You can submit several activities to accumulate the 40 or more hours	Community Service Documentation (letter or certificate) of participation in a community service to benefit a health care related organization or Volunteer / Service Learning for an area in the ECC Health Sciences & Athletics Division (ex: Avon Breast Cancer Walk, American Heart Assoc., Hospice, Health Fairs, Nursing Home, HS&A Division Student Volunteer, Food Banks, Feeding the Homeless volunteer, etc.) The letter must include original signature and applicant's name, start date and number of hours volunteered and examples of volunteer duties. Must have a total of at least 40 hours to receive points.
Observations hours in Radiology	Due to the HIPPA restrictions, and background and other screening requirements for Observers at the hospitals, we are no longer requesting that applicants perform observation hours at our clinical facilities. If you have permission to volunteer at a hospital, or in a radiology area, you can count these hours in #12

RT PROGRAM PREREQUISITES = COURSE EVALUATION WORKSHEET for Student
(Applicant should Fill out this form & bring with you to your counseling evaluation appointment)

Note – A minimum G.P.A. of 2.25 is required in all prerequisite coursework for an Application to the Program

COURSE NAME (Note: * courses count for double points)	Units	Grade	School Taken / Semester & Year
*Radiologic Technology A (Course must be completed at ECC)			<i>El Camino College (Must be completed for application)</i>
Anatomy 32 or Anatomy / Physiology 34 A (4 unit Equivalent course accepted)			
* Physiology 31 or Anatomy/ Physiology 34 B (4 unit Equivalent course also accepted)			
C. I. S. 13 (Intro to Computers) (3 unit Equivalent course accepted)			
English 1A (Reading & Comp) (4 unit Equivalent course accepted)			
Math 70, 73 or 80 (Intermediate Algebra) (Equivalent course accepted)			
Psych 5 (Intro to Psychology) (3 unit Equivalent course accepted)			
Prerequisite courses listed below must be completed for the application- but are not counted as part of the GPA			
<input type="checkbox"/> Medical Terminology 1 (3 unit Equivalent course accepted)			
<input type="checkbox"/> Humanities (see ECC Catalogue) (3 unit Equivalent course accepted)			
<input type="checkbox"/> Cont. Health or P.E Courses (3 unit Equivalent course accepted)			
Additional Personal Enrichment Courses – may be taken for additional points on the application – see RT Application for specifics			
<input type="checkbox"/> PE 201			
<input type="checkbox"/> Communication Studies 1 or 12			
<input type="checkbox"/> ESL 51 B or 51 C			
<input type="checkbox"/> Anatomy 30 (or equivalent)			

Note: It is strongly recommended that the first 3 courses listed be taken within 5 years of the application date, for success in the RT Program