



EL CAMINO COLLEGE

2012 Radiologic Technology Program Application Instructions & Information

Application Filing Period is April 16 to May 4, 2012

Application Instructions –

To file an Application to the Radiologic Technology Program for Fall 2012 – 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.
2. You may register on line – follow the instructions on the [RT Program Application Worksheet Checklist](#).
3. Print out the Worksheet Checklist to ensure you have submitted all required documents for the application & bring to counseling appointment.
4. All required pre-requisite 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 the entire instructions & review all Application 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). The 2012 file will not be returned.
8. An incomplete application will not be eligible for consideration.
9. You must have completed all required documentation and are ready to submit an application to the program, at the time of the counseling appointment, or your appointment will be cancelled.
10. Make an appointment to meet with one of the Health Sciences counselors (Janice Ishikawa, Rene Lozano or Kelsey Iino) between **April 16 to May 4, 2012**. Check the RT website for “RT Applicant Drop In Counseling Appointment Schedule”.
11. Your final step to file the application is to meet with a counselor and have your coursework and GPA evaluated – ([RT Application](#) Pg. 2 & 3)
At the completion of your appointment, you will leave your application with the counselor for submission.
12. Your submitted application will be evaluated by the RT faculty for the points determination on page 4, based on the documentation provided.

For students who filed an application with the Radiologic Technology Program in Spring 2011

- During **March 12 to March 23, 2012** - Meet with one of the RT Program Faculty: Dawn Charman, Kelly Holt or Mina Colunga during their Spring 2012 office hours (posted on the RT website & RT Program Office –PH116 (Any other time must be pre-arranged by appointment only)
- You may pick up only the following supporting documents from your 2011 application:
 - Health Occupations certificates, letters of work experience, verification of language proficiency and letters of recommendation
- The 2011 application and GPA evaluation sheet will be retained and forwarded directly to the counseling department.
- Applications will not be released to anyone except the applicant – a photo ID will be required to pick up the documents.
- ALL 2011 files that are not picked up by March 31, 2012 will be destroyed.

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.
2. **Photo Identification card:** For purposes of identification verification, applicants will be required to submit a clear copy of a current California Drivers 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 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. 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.

Application Review and Notification of Acceptance:

- All completed applications will be reviewed and ranked by the Radiologic Technology Application Committee, based on the multi-criteria points system on the application.
- Applicants will be notified by the R T Program Director or faculty via their **El Camino email address** - on or before **JUNE 30, 2012**, if the application has received sufficient points to make the **“top 40”** or not.
- The **top 24** applications will be offered a conditional acceptance for a position in the FALL 2012 Radiologic Technology Class.
- The remaining **# 25 – 40** applicants will be ranked as possible alternates for the Fall 2012 class. If someone from the top 24 declines the position on or before **Sep. 3, 2012**, the next ranked applicant on the alternate list will be offered a provisional position.
- All top 40 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, and will be expected to attend the first of two summer mandatory orientation sessions.
- Upon receipt of the applicant’s acceptance email, the applicant will be provided information about the Mandatory Orientations that are held during the Summer 2012 semester.
- 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.
- 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.27, 2012**.

Applicants not accepted for 2012

- If the application does not rank in the top 40, then the applicant should review item #17 on the **Worksheet Checklist** or at the RT Program website under APPLICATION - for suggestions on how to improve your GPA and application points for the next application filing period.

Previous applications are no longer given any additional points, and are only used for consideration as a “tie-breaker”.