

Checklist & Instructions for Filing an Application for the Radiologic Technology Program

APPLICATION FILING PERIOD IS ONLINE

Opens October 7, 2024 for students who have completed all of the required courses to apply and will remain open until **October 25, 2024 @ 4:30 pm.**

Please Review ALL of this INFORMATION BELOW - **PRIOR to filing an application.** This document will help you to see what documents you will need to upload and what you can do to earn the additional points on the application.

1. Be sure that you have submitted all of the required documents with the application. Missing information is considered an incomplete application, and incomplete applications will not be considered for review. Please do not submit more than one application.
2. Please save & upload all documents in **a PDF format***. You can use apps like *AdobeScan* or *MSOfficeLens* to create a PDF file from your phone.
***ALL uploaded documents MUST be saved as PDF – not in WORD, ZIP or any other file – or Points will be deducted.**
ECC ID cards and CA DL/ID can be submitted as an image file (jpeg).
3. After your application is submitted, you are required to **send an email to the Program Director**, Michele Perez, at RadTechDirector@elcamino.edu **within 48 hours** of filing your application, from your El Camino Email address. The email should include your personal email address and your cell phone number. In the subject line put: **2025 Application Submission**
4. You will be notified of your application ranking via your El Camino email address by Mrs. Perez no later than November 22, 2024.
5. **ORIENTATION DATE** - If you are accepted into the **SPRING 2025 class**, there will be a **mandatory** orientation that you must attend. This will be on campus in MBA 401 the week of December 1, 2024. ***If you do not attend this mandatory orientation, your spot may be given to the next qualified candidate*** There will be a second mandatory orientation session on January 28 and 29th that you must attend. If you do not attend BOTH DAYS of this mandatory orientation session, your spot will be given to the next qualified candidate. ****Spring Semester begins Feb. 18, 2025****
6. You will be required to have a laptop or tablet with a camera, microphone and internet access. With the continuing changes in course delivery, some lectures and exams will be presented remotely/on-line. ECC has a limited number of computers to loan to students. You will also need access to a working internet service off campus to be successful.

Regarding IMMUNIZATIONS These are required for your CLINICAL placement and CAMPUS attendance. If you choose not to get vaccinated, then there is no assurances that you can be placed at a clinical site for your clinical training.

- A. **FLU VACCINE:** If you are accepted into the Program – you WILL be REQUIRED by both the college campus and the clinical sites to have the FLU shot. Therefore, be sure to get your flu vaccination when offered in the fall and keep copies of the documentation, as you will have to provide the proof of vaccination when you begin the program.
- B. **COVID 19 VACCINE:** El Camino College students **must be vaccinated by Feb 6, 2024, and/or show proof of a BOOSTER – not more than 1 year old.** *NO Exemptions are being considered for new students entering L A County Clinical facilities – all students must be vaccinated.* Both the campus and the clinical sites will require proof of vaccination that you must provide along with the other required program health documentation the first week you begin the program. If you desire a career in Health Care, it is better to protect yourself, your family and everyone else around you by getting vaccinated.

TO FILE APPLICATION:

To file an Application to the **SPRING 2025 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 #, ID card and ECC email account (if you cannot get an ECC ID card – you must provide an explanation in your application)
- You MUST have a current ECC ID available by the time you begin your clinical rotation *NO EXCEPTIONS*
 - You MUST include your **ECC email address** on page 1 of the application or it is considered incomplete and will not be considered.
- C. Official transcripts for all college courses that are required for entrance into the Radiologic Technology Program must be on file with the El Camino Records Office **before** 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
You will need to **UPLOAD ALL TRANSCRIPTS** into the APPLICATION ONLINE in the APPLICATION LINK – so have a copy available. This includes ALL courses taken at El Camino College.
- D. **Complete ALL required program** pre-requisites and other courses as specified on the **Course Evaluation Worksheet**- available on line. This includes RTEC-A and all other courses listed.
- E. All required course work must be completed with a “C” or better to be eligible for credit on the application, but at least 2 courses should be completed with a grade of “B” or better, to meet the minimum requirement of **GPA of 2.25** to file an application.
- F. **REPEATING COURSES:**
- 1) If you received a **C grade** in **any of the courses listed on the of the Rad Tech Course Evaluation Worksheet** (at the end of this document) and want to improve your GPA for the application - you may retake **up to 3 of these courses 1 additional time** each for a better grade. (RTEC A is included as 1 of the 3 courses) (Example: If you received a C in Anatomy 32, you could take an equivalent course at another college. If you choose to repeat the **same course at ECC with a “C” grade**, you must file a “Petition to Repeat” which is only allowed after **36 months have passed since the course was taken.** (The petition may or may not be approved by ECC admissions office). If you repeat **THE SAME COURSE** you will receive the average of the 2 grades you earned.

2) If you received a substandard grade (**D or F**) in **Anat/Physio/Math/RTEC A** - you may retake the course **ONE additional time** for a better grade to be eligible to file an application. If you had to re-take any course listed, then **a) you must include a statement of explanation on the application** as to why you had to take the course twice and; **b) for each of these courses that were repeated there will be a 0.5 point deduction against your overall points.** C) For any course you took more than 2 times please list and provide an explanation.

RTEC A - may only be repeated one time and by approval of the Radiologic Technology Program Director.

- 1) To repeat **RTEC-A** when you have received **a passing “C” grade** requires you to file a **“Petition to Repeat** which is only allowed after 36 months has passed since the course was taken. (The petition may or may not be approved by ECC admissions office.)
- 2) If it has been **less than 3 years**, then you may contact the Program Director for a **“Petition to Audit”** form and instructions to retake the class and improve your grade. **Your AUDIT grade and your Original Grade will be AVERAGED together for the recorded grade for the class.**
- 3) If you received a substandard grade (**D or F**) in **RTEC-A** - you may retake the class again – **ONE additional time** for a better grade to be eligible to file an application. (While the college may allow you to repeat the course for a 3rd time, with 2 substandard grades, the Rad Tech application requirements only allow ONE repeat attempt for a substandard grade (D,F) in RTEC-A).
If you took RTEC-A a second time (for a grade or Audit) then you must:
 - a) Include a statement of explanation with your application explaining the circumstances as to why you had to take the course twice **AND**
 - b) Acknowledge that each course that is taken twice will count as a **0.5 point deduction** against your overall points.

G. It is **recommended that** Anatomy, Physiology & RTEC-A should be completed within 5 years 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 on the admissions website. (The petition may or may not be approved by ECC admissions office.)

H. 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 below** for explanation of the points system for each area on the application.

7. Filling out the Application: The Application is available on-line on the ECC RT Program website. The application will be **open October 7 through October 25, 2024 @ 4:30. No late applications will be accepted.**

It is recommended that you do not wait until the last 2 days to file in case you encounter any technical difficulties.

- A. The application is a fillable form created in Formstack
- B. The first part of the application will ask for your Name, Address, Home Phone # (list if you have one) and your Cell phone #
- C. List **both** your Personal Email account and your El Camino Email account information.
- D. The following information on the application is required for security purposes, and will be kept confidential:
 - Your date of birth, El Camino Student ID # and last 4 digits of your Social Security Number*

- Provide Copies of your ECC ID card (if you have one; provide an explanation if you don't have one) and a clear copy of your California ID or Driver's License.

*RE: **Social Security Number** : The CDPH-RHB requires a graduate from an accredited Diagnostic Radiologic Technology program to have a valid social security number to be eligible to take the C.R.T. licensing exam. A social security number is also required to complete the mandatory background check prior to acceptance into the program. RT Applicants may be required to show proof of a valid social security number prior to final acceptance into the radiology program. DO NOT submit a copy of your social security card with the full number. Only include the last four digits of your number on the application.

E. The following are a list of the documents you will be asked to upload:

- Photo Identification card:** submit a **good copy** of a current California Driver's License (CDL) or
 - State issued ID card with the application. Take a clear photo then save as a PDF or JPEG to upload.
- El Camino College Student ID card** (if you have one)- provide a copy as above – in PDF or JPEG
- Cover letter** ~ 1 page, professional appearance
- Resume** ~ 1 page, professional appearance
- 2 - Letters of Recommendation** –Must be dated and written within **3 years** from the date of application. Letters can be a copy sent to you to upload to your application (preferred) or it can be sent via email directly to RadTech@elcamino.edu. Please ask them to include in the subject line: **“Letter of Rec 2025 Application for Your Last name, First name”**.

Note: Letters must be **Professional references** – Letters MUST be written on a document with company letterhead, dated and signed. If a letterhead is not available, a business card or the credentials of the letter's author MUST BE attached/included. Letters must be from 2 separate people. Letters MUST be in PDF format.

- Uploaded **Transcripts for ALL prerequisite courses** – these can be unofficial transcripts. Include ALL schools that you have attended/taken classes for the prerequisites courses on the [RT Course Requirement list](#)

TRANSCRIPTS MUST BE PROVIDED FOR ALL SCHOOLS – OR APPLICATION IS INCOMPLETE and WILL NOT BE CONSIDERED.

PROVIDE A COPY OF YOUR DEGREE – ALSO LIST ON APPLICATION WHAT DEGREE WAS EARNED AND WHERE

The counselors will review your transcripts to ascertain **your GPA**, and any additional points for extra coursework taken.

<u>GPA = POINT VALUE</u>					
GPA 4.0 = 25 pts	GPA 3.5 = 20 pts	GPA 3.0 = 15pts	GPA 2.5= 10pts	GPA 2.25= 5pts	Below 2.25= not eligible

F. **Additional Enrichment Courses for Extra Points Consideration (Must have a B or better grade in the course to get the points):**

- PE 201 (3 points)
- Communication Studies: Com 1 (100), 3(140), 4(120) or 12(130) (2 points)
- Anatomy 30 (or equivalent) (2 points)
- First Aid -1 (2 points)
- FTEC- 144 (EMT Course) (4 points- with the Course Completion Certification – (2 pts w/o the Certification uploaded)

Note – EMT Certification/Licensure (NREMT) is applied for after the completion of the FTEC 144 course (1 pt)

Recommended – But NO Extra points on Application

- ESL 51 B, 51 C & NESL10– (For ESL Student Communication)

- BLS- CPR Certificate (AHA/ARC) – **is required for Clinical attendance)**

G. Supporting Documentation for Additional Points: Academic or Military–

- **Degrees Earned- must upload copy of degree or proof on transcript**
 - **MA/MS, BA/BS or higher degree (4 points)** (Completed & posted on Transcript or copy of Degree provided)
 - **AA/AS degree (3 points)** (Completed & posted on Transcript or Letter from Records office verifying Completion for AA/AS)
- **American Veteran -(3 points)** Copy of Defense Department Form 214 (DD 214) Honorable Discharge required

H. Supporting Documentation for Additional Points – (#7- 14) instructions for specific requirements are below

- **Certificates /Licenses in Health Care related occupations (various points)**
- **Letters or Email* documenting Experience (various points)**

Work/Volunteer hours, Radiology Observations, Community Service, etc.

WORK EXPERIENCE from the LAST 4 YEARS

<p>7. Certificate of Completion for : Limited XT (X-ray Tech) = (5 pts) LVN, RN, EMT, MD or other Health Care occupations = *(1- 4 pts) Maximum 2 certificates allowed or 9 points MAX</p>	<p>Licensed or certificated healthcare worker requires:</p> <ul style="list-style-type: none"> • a <u>copy of your current California certificate</u> including your certificate number, date of issue and date of expiration <p>For Military Medical Tech (Medic):</p> <ul style="list-style-type: none"> • Copy of Certificate issued by Armed Forces division – within past 5 years. <p>*Points vary due to amount of time needed to obtain education for Certificate Ex: 1 semester course for EMT vs 1 – 2 years for nursing or other health related care area</p>
<p>8. Limited Radiologic Technician (XT) (2-6 pts) work experience >1000 hrs -- 6pts 601 – 999 hrs-- 5pts 300 - 599 hrs-- 4 pts 100-299 hrs- 2 pts</p>	<p>Proof of Work Experience: (Note ALL information below <u>must be included</u> in the letter to receive the points)</p> <ul style="list-style-type: none"> • Letter or Email from current/former employee verifying employment. • The letter must be on <u>organizational letterhead</u> with an <u>original signature</u> and must include: <ul style="list-style-type: none"> • applicant’s name • job title • job duties (including type of patient interaction) • start and end date • employment status (full-time/part-time/per diem) • number of hours worked per week (or total hours from/to date) <p>Experience must be within the last 4 years – Specific type of work will determine point values.</p>
<p>9. Other Health Care Occupations (direct patient care) (2-7 pts) Detail the type of work in the letter work experience with direct patient care work experience. >1000 hrs-- 5pts 500 – 999 hrs-- 4pts 200- 499 hrs-- 3 pts 100-299 hrs—2 pts *Hospital patient transporter with a minimum of 200 hours worked, with proof--- 2 pts</p>	<p>**If letterhead is not available, attach business card of person writing letter or email. If sent by Email, should be sent from <u>company email address</u>, not sender’s personal account to verify company’s name**</p>

<p>10. Other Health Care Occupations (indirect patient care) (1-2 pts)</p> <p>>1000 hrs --2pts 500 – 999 hrs --1.5pts 200- 499 hrs --1 pt 100 -199 hrs-- 0.5 pts</p>	<p>Submit a certificate or letter on letterhead verifying work service. The letter must include</p> <ul style="list-style-type: none"> • applicant’s name • start date • number of hours volunteered • examples of duties • signature of person writing letter <p>*In-Direct patient care- Medical Receptionist, admissions, back office, etc*</p>
<p>11. Other Work / Volunteer Experience (1pt)</p> <p>Credit for working or volunteering while attending college. Working 16 hrs/wk with 6 units. Experience must have been within the last 4 years. Please be sure to DOCUMENT this clearly on your application</p>	<p>(Note ALL information below <u>must be included</u> in the letter to receive the points) If you have maintained <u>employment or volunteered</u> at least 16 hours per week while attending college taking at least 6 units within the past 4 years. Please provide: a letter or email from current/former employee verifying employment- must be on organizational letterhead with an original signature and must include:</p> <ul style="list-style-type: none"> • 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) <p>If you are unable to obtain a letter or email from your employer, then include a note why you could not get a letter, along with copies of paycheck stubs for that time period. (Blackout personal info like income & SS #) If self-employed, a notarized letter will be accepted.</p> <p>**Your Resume should also reflect your education & work history**</p> <p>***You must also include a <u>copy of your transcripts</u> with the application to show that you were taking at least 6 units while working***</p>
<p>12. Volunteer/Observation hours (1-4 pts)</p> <p>Direct patient care volunteer experience</p> <p>>1000 hrs -- 4pts 500 – 999 hrs -- 3pts 200- 499 hrs -- 2 pts</p> <p>In-direct patient care volunteer experience</p> <p>>1000 hrs-- 2pts 500 – 999 hrs -- 1.5pts 200- 499 hrs -- 1 pt 100 -199 hrs -- 0.5 pts</p>	<p>Submit documentation (letter or certificate) of participation for Volunteer/Observation hours</p> <p>The letter/certificate must include:</p> <ul style="list-style-type: none"> • original signature • applicant’s name • start/end dates • number of hours volunteered • examples of volunteer duties <p>*An <u>Email from business account</u> will be accepted.</p>

13. Community Service or /Service (0.5- 2 pts)

Learning :

> 60 hours = 1.0pt

40 -59 hrs =0.5pt

You can submit several activities to accumulate the 60 or more hours

Must have a total of at least 40 hours to receive points.

(Max – 2 points possible)

Submit 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.

Examples:

- Avon Breast Cancer Walk
- American Heart Assoc.
- Hospice
- Health Fairs
- Nursing Home
- HS&A Division Student Volunteer – such as a Lab Aide for PE
- Food Banks, Feeding the Homeless volunteer

The letter must include:

- original signature
- applicant's name
- start date
- number of hours volunteered
- examples of volunteer duties

*An Email from business account will be accepted.

14. RT Program – Clinical Experience (1-2 pt)

Clinical experience >1000 hrs 2pts

500 – 999 hrs 1pts

RT Program –Courses (1-2 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 another 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 **previous Program Director** must verify the number of clinical hours completed by:

- providing a letter documenting attendance in program, on letterhead
- number of clinical hours completed
- reasons for leaving the program early
- and whether the student left in **GOOD STANDING** or not

ONLY students who left in good standing will be awarded points

Per the **ARRT Code of Ethics**, students who have been dismissed 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**

<p>***Document Submission: (0.5-4pts) Cover Letter (1.0 pt) Resume (1.0 pt) (2) Letters of Recommendation (1.0 pt each)</p>	<p>Cover Letter & Resumes submitted meet all requirements:</p> <ul style="list-style-type: none"> • professional appearance • letter is signed • good writing skills (including grammar and spelling) • clarity • organization • includes all pertinent information <p>2 - Letters of Recommendation –Must be dated and written within 3 years from the date of application.</p> <ul style="list-style-type: none"> • Letters can be a copy sent to you to upload to your application (preferred) OR • Can be sent via email directly to RadTech@elcamino.edu. Please ask the author to include in the subject line: “Letter of Rec 2025 for Last name, First name”. • Letters must be Professional references (NOT PERSONAL REFERENCES) • Letters must be written on a document with company letterhead • MUST be Dated • MUST be signed • If a letterhead is not available, a business card or the credentials of the letter’s author MUST BE attached/included. • Letters must be from 2 separate people. • Submit in PDF format ONLY. <p>**Put a notation on the application under the LOR section if you have LOR emailed directly**</p>
<p>15. Additional Documents for Evaluation TBD</p>	<p>If you have other documentation for hours or credit that you have not yet submitted under any of the sections above, you can submit them in SECTION #15. Include a clear description of what you are submitting to be evaluated by the program faculty.</p>

Best Wishes & Thank you for your interest in our program!

RT PROGRAM PREREQUISITES = COURSE EVALUATION WORKSHEET – 2024-2025

Use this as your academic education plan to apply & to assure ALL courses are completed.

Applicant should fill out this form prior to filling out the application form (pg 1 of 2) Rev 7/24

COURSE NAME (Note: * courses count for double points)	Units	Grade	GPA Points	School Taken / Semester & Year
Radiologic Technology A (Course must be completed at ECC)				<i>El Camino College/</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 (Computer Info Systems) (3 unit Equivalent course accepted)				
English 1A (Reading & Comp) (3-4 unit Equivalent course accepted)				
Math requirement (ECC AS GE pattern area 6)				
Psych 101 (Intro to Psychology) (Psych 5) (3 unit Equivalent course accepted)				
Medical Terminology 1 (3 unit Equivalent course accepted)				
Humanities (ECC AS GE pattern area 3) (3 unit Equivalent course accepted)				
Health and Physical Education (ECC AS GE pattern area 5) (3 unit Equivalent course accepted)				

GPA Points Calculations:

A= 4 B = 3 C= 2

Total: GPA points total ÷ # of UNITS =

To be completed by Counseling

Total

Points=

/25

ALL coursework on this page must be completed & grades posted on transcript by the application filing date. You must submit a copy of your TRANSCRIPTS (PDF file) with the Rad Tech APPLICATION Online
You may repeat any 3 of the above courses for a better grade – but you may only repeat the course 1 time. See section on RT APPLICATION CHECKLIST for information & Instructions about repeated coursework. ALL courses ABOVE will be counted towards the calculation of the GPA

GPA POINT VALUE / GPA POINT VALUE

GPA = 4.0	25	GPA = 2.5	10
GPA = 3.5	20	GPA = 2.25	5
GPA = 3.0	15	Below 2.25	N/A

GPA Point Value for APPLICATION

Minimum 2.25 GPA required for Application

RT PROGRAM PREREQUISITES = COURSE EVALUATION WORKSHEET – 2024-25

*Use this as your academic education plan to apply & to assure ALL courses are completed.
 Applicant should fill out this form prior to filling out the application form (pg 2 of 2)*

Additional Personal Enrichment Courses – may be taken for additional points on the application – see RT Application Checklist for specifics These courses are not considered in the GPA, but as additional points – A minimum grade of B is required to receive the extra points

COURSE NAME (or equivalent course taken at another college)	App points	UNITS	GRADE	School Taken / Semester & Year
PE 201	3	2		
Communication Studies 100, 120, 130, 140	2	3		
Anatomy 30 (or equivalent)	2	4		
First Aid 1	3	3		
FTEC 144* With Certificate of Completion (EMT Certificate is separate license application)	4*	6.5		Note – only 2 points will be given if no clinical or ride alongs completed (without a Certificate of Completion of the Course)
ESL 51 B or 51 C (Recommend for ESL Students to assist with communication skills - no points)				

Other Additional Courses – these courses can add towards professional experience and application points – see RT Application Checklist for specifics These courses are not considered in the GPA, – A minimum grade of B is required to receive the extra points

COURSE NAME	UNITS	GRADE	School Taken / Semester & Year	Type of Certificate received
Medical Assistant				
Phlebotomy				
Physical Therapy Aid				
Surgical Tech, Ortho Tech, EKG, etc				
Hospital Transportation Aid				
Other Medical Courses/Certificates (Specify below)				