RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION 2022

APPLICATION DEADLINE: April 21, 2022 – 4:00 p.m.

*Applications may be submitted any time before this date

Carefully read and review your application for completeness before signing and submitting it
AN INCOMPLETE AND/OR UNSIGNED APPLICATION WILL NOT BE CONSIDERED

*PERSONAL INFORMATION - PRINT CLEARLY

_____________________________  ________________________________
Last Name                     First Name                          Montana Tech Student ID Number

_____________________________  ________________________________
Preferred E-mail Address       **If selected, we will notify you via email to arrange an interview**

_____________________________  __________     ___  ______
Address                       City                  State       Zip

________________________________
Telephone Number

Return completed, signed application and materials:

*By mail: Highlands College of Montana Tech
          Rad Tech – Tamara Harp
          25 Basin Creek Road
          Butte, MT 59701

*In person: Highlands College, drop off to Tamara Harp – office 103C
            If she is unavailable leave with any staff member at the Highlands College Main Office
during regular office hours (please mark application packet ATTN: Tamara Harp)

*Via Email: tharp@mtech.edu
            All application materials must be complete and attached to the email
*ETHICS –

Have you ever been convicted of a misdemeanor or felony?
☐ YES  ☐ NO

Have you ever been suspended or expelled from a post-secondary medical education program?
☐ YES  ☐ NO

Have you had any professional license or certification revoked, suspended or put on probation?
☐ YES  ☐ NO

→ If you answered yes to any of the questions above, please contact Tamara Harp at tharp@mtech.edu before submitting an application. The American Registry of Radiologic Technologists may not allow you to take the national registry exam upon completion of the program. Additionally, accepted students must pass a background check before placement at a clinical facility.

*DOCUMENTATION –

Submit the following with your application

VACCINATION RECORDS – must submit evidence of the following:
- MMR (measles, mumps, rubella) → 2 doses or positive titer
- Hepatitis B series → completion of 3 dose series or positive titer
- Varicella (chickenpox) → 2 doses, positive titer, official history of disease

COPY OF CURRENT CPR CERTIFICATION:
- Basic Life Support (BLS) infant through adult
- American Heart Association or American Red Cross
  - Must stay current throughout program → recertification required every 2 years

PROOF OF FREEDOM FROM TUBERCULOSIS:
- Clear PPD skin test OR negative blood test
  - Must be completed annually while in program

ESSAY:
- Topic → If you could spend the day with any living person in the world, who would it be and why?
- Typed → Double-spaced → At least one page, no more than two → Utilize proper grammar

PROFESSIONAL LETTER(S) OF RECOMMENDATION:
- One letter is required, up to 3 letters are accepted
- Must be signed and dated within the last 2 years
- May not be from a family member or friend

JOB SHADOW:
- NOT REQUIRED FOR THIS APPLICATION DUE TO COVID RESTRICTIONS
  - However – if you were able to complete this requirement, please attach the hour confirmation sheet and synopsis of your experience

*Failure to include any of the above will be considered an incomplete application and potentially disqualify the applicant
**REQUIRED PREREQUISITE COURSES – COMPLETE THE FOLLOWING**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Select Semester (circle) &amp; Year Completed or Currently Enrolled</th>
</tr>
</thead>
</table>
| BIOH 201/202 Anatomy & Physiology I Lecture & Lab** | □ Fall / Spring / Summer – Year_______  
OR □ Currently Enrolled SPR 2022 |
| BIOH 211/212 Anatomy & Physiology II Lecture & Lab** | □ Fall / Spring / Summer – Year_______  
OR □ Currently Enrolled SPR 2022 |
| M 121 College Algebra** OR M 140 College Math for Healthcare** | □ Fall / Spring / Summer – Year_______  
OR □ Currently Enrolled SPR 2022 |
| WRIT 101 College Writing I** OR WRIT 121 Intro to Technical Writing** | □ Fall / Spring / Summer – Year_______  
OR □ Currently Enrolled SPR 2022 |
| CHMY 121 Intro to General Chemistry** OR AHXR 104 Intro to Radiologic Sciences** | □ Fall / Spring / Summer – Year_______  
OR □ Currently Enrolled SPR 2022 |
| AHXR 100 Intro to Diagnostic Imaging**       | □ Fall / Spring / Summer – Year_______  
OR □ Currently Enrolled SPR 2022 |
| HCI 316 Healthcare Ethics & Regulations**    | □ Fall / Spring / Summer – Year_______  
OR □ Currently Enrolled SPR 2022 |

** Indicates courses used in selective GPA

☐ I understand that all prerequisite courses must be complete by the end of spring 2022 semester, may only be repeated once, and the most recent grade will be the grade utilized in the selection process

☐ I understand that all of the prerequisite courses must be complete with a final grade of C or higher

**ELECTIVE PREREQUISITES – COMPLETE THE FOLLOWING**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Select Semester (circle) &amp; Year Completed or Currently Enrolled</th>
</tr>
</thead>
</table>
| AHMS 144 Medical Terminology | □ Fall / Spring / Summer – Year_______  
OR □ Currently Enrolled SPR 2022 |
| CAPP 131 Basic MS Office | □ Fall / Spring / Summer – Year_______  
OR □ Currently Enrolled SPR 2022 |

☒ I have not taken CAPP 131 – I have included proof of my computer proficiency – either with a copy of a transcript listing another computer course, or a letter on company letterhead from a current or former employer confirming computer skills utilized on the job
*TRANSCRIPTS — PLEASE READ CAREFULLY AND SELECT ONE

❑ I have only attended college courses at Highlands/MT Tech → do not submit any transcripts

❑ I have attended another college(s) and if enrolled in courses Spring 2021 – I am only attending Highlands/MT Tech → All official transfer transcripts have been evaluated by MT Tech enrollment services and appear on my unofficial MT Tech transcript

❑ I am currently attending another college → submit a copy of your current unofficial transcript, upon completion of Spring 2021 semester, submit official transcripts to MT Tech enrollment services and send a copy of spring final grades to tharp@mtech.edu as soon as they are posted

RESUME — (optional)

• Please list any experience working in healthcare/direct patient care:

<table>
<thead>
<tr>
<th>Position</th>
<th>Where</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Please list any licenses or certifications (Examples: CNA, EMT, etc.):

<table>
<thead>
<tr>
<th>License/Certification</th>
<th>Current?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Other work history or previously taken courses you feel are relevant to your application:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*Carefully read the following information and check off each item indicating your understanding and agreement before signing and submitting your application*

- Application for the Radiologic Technology program is competitive and not all qualified applicants will gain acceptance to the program.

- The application process consists of 2 phases – the top qualified applicants from phase 1 will move on to the interview. *The decision of the selection committee is final.*
  - Phase 1: Point System
    - 75% from selective GPA of required prerequisite courses
    - 25% from proper submission & content of application
  - Decision of who will move on to phase 2 will be after Spring semester final grades have posted, notification will be via email to arrange an interview
  - Phase 2: Interview
    - Top candidates from phase 1 will move on to interview process
    - Interviews will occur in May 2022

- “Plan B” – I have contacted my advisor to register for any back-up courses I plan to take Fall 2022 if not accepted to the rad tech program (Registration for Fall semester 2022 starts March 28, 2022)

- Students selected will start the program Fall semester 2022 – a clear background check (at student’s expense - $40) and potentially a drug screening will be required before clinical experience may begin – (directions provided to accepted students to complete end of summer 2022)

- All clinical facilities now require Covid-19 vaccination, or appropriate medical or religious exemption. Accepted students will be required to submit a copy of Covid-19 vaccination card, or assigned site exemption forms before clinical hours may start

- Clinical site assignments are for the entirety of the program and students cannot be guaranteed their preferred clinical site (Current sites: Butte – Helena – Bozeman – Dillon)

- All students must complete program courses in the semester offered; there is no part-time enrollment in the program, or variations to the curriculum. To assure progression through the rad tech program, the student must meet the total academic and clinical requirements. Satisfactory classroom academic performance alone does not assure progression through the program. The student must also show progression toward demonstrating the standard skills necessary to be competent in the clinical setting.

- The rad tech program is demanding and rigorous. Many requirements are stricter than general Montana Tech requirements – attendance, travel, no radiology course repetition, clinical hour expectations, uniforms, grade expectations, etc. Clinical hours may be scheduled on days, weekends and evenings. There are extra expenses associated with this program.

- I have retained a copy of this application and its contents for my records

- I have reviewed everything included with my application; all material is accurate and up to date

______________________________  ____________________
Applicant Signature          Date