

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

APPLICATION FILING PERIOD IS ONLINE

Open December 5, 2023 for students who have completed all of the required courses to apply and will remain open until **January 4, 2024 @ 4:30 pm** for students who have completed courses in Fall 2023 and are waiting for grades to post on their transcript.

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 will cause a loss in points and incomplete applications will not be considered for review.
2. Please save & upload all documents in **a PDF format***. You can use apps like *AdobeScan* or *MOfficeLens* 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.**
Note 2023 - Picture ID's and CDL can be image file – not PDF – if you have having trouble with the file uploading
3. Note that the last task after submitting your application, requires you to **send an email to the Program Director**, Mrs. Charman at RadTechDirector@elcamino.edu (**within 48 hrs 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: **2024 Application Submission**
4. You will be notified of your application ranking via your El Camino email address by Mrs. Charman by approximately **January 20, 2024***.
5. **ORIENTATION DATE** - If you are accepted into the SPRING 2024 class – There will be a mandatory orientation you must attend. This will be on the campus in MBA 401 on **Feb 6, 2024**. . You will be notified with the acceptance email. **Spring Semester begins Feb. 12, 2024**
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 due, 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 2024 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 **(if you cannot get an ECC ID – you must provide an explanation in your application)**
- You have a clear & current ECC ID available by the time you begin your clinical rotation
 - You **MUST** include your include your **ECC email address** on page 1 of the application or it is considered incomplete.
- 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 be asked to **UPLOAD ALL TRANSCRIPTS** into the **APPLICATION ON LINE** in the **APPLICATION LINK** – so have a copy sent to yourself as well. 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.** For any course in which a grade of “C” or better was earned, the last course grade 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 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 documents) and want to improve your GPA for the application - you may retake **up to 3 of these courses** - **1 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, or Physiology 31, you could take an equivalent course at another college. **1)** To repeat the same course at ECC with a “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 you received a substandard grade (**D or F**) in **Anat/Physio/Math/RTEC A** - you may retake the course again, but only ONE 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.** 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 – only ONE 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 Dec 5, 2023 until Jan 4, 2024 @ 4:30.** **No late applications will be accepted after the closing date and time.**

It is recommended that you do not wait until the last 2 day 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*, as well as,
 - Provide Copies of your ECC ID (if you 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 to upload
- El Camino College Student ID card** (if you have one)- provide a copy as above – in PDF
- Cover letter** ~ 1 page, professional appearance
- Resume** ~ 1 page, professional appearance (on Formstack Application upload Cover Letter & Resume together)
- 2 - Letters of Recommendation** –Must be dated and written within **3 years** from the date of application. (see below)
Letters can be a copy of a letter or email sent to you. Or the email can be sent directly to the Program Faculty to RadTech@elcamino.edu. Please ask them to include in the subject line: “**Letter of Rec 2024**” .

Note: Letters must be Professional references – Signed with Letterhead or attached business card or details included.

Letters must be from 2 separate people.

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

TRANSCRIPTS MUST BE PROVIDED FOR ALL SCHOOLS – OR APPLICATION IS INCOMPLETE PROVIDE A COPY OF YOUR DEGREE – LIST ON APPLICATION WHERE DEGREE WAS EARNED

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) (3 points- with the Course Completion Certification – (1.5 pts w/o the Certification)

Note – EMT Certification/Licensure is applied for after the completion of the FTEC 144 course

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 and other Experience- Must be within completed within the last **5 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

<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 total</p>	<p>Licensed or certificated healthcare worker requires a <i>copy of your current California certificate</i> 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. *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) (3-6 pts) work experience >1000 hrs 6pts 601 – 1000 hrs 4pts 300 - 600 hrs 3 pts</p>	<p>Proof of Work Experience: (Note ALL information below <u>must be included</u> in the letter to receive the points) Letter or Email 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 – Specific type of work will determine point values. If letterhead 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>9. Other Health Occupations (2-4 pts) Detail the type of work in the letter work experience with direct patient care work experience >1000 hrs 4pts 500 – 1000 hrs 3pts 200- 499 hrs 2 pts</p>	
<p>10. Other Work / Volunteer Experience (1pt) 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 employment or volunteered at least 16 hours per week while attending college taking at least 6 units in the past 4 years. Proof would be a letter or email 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 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. Your Resume should also reflect your education & work history. You must also include a copy of your transcripts with the application to show that you were taking at least 6 units while working.</p>
<p>11. Volunteer/Work other Health Care (1-4 pts) Direct patient care work experience >1000 hrs 4pts 500 – 1000 hrs 3pts 200- 499 hrs 2 pts In-direct patient care experience >1000 hrs 2pts 500 – 1000 hrs 1.5pts 200- 499 hrs 1 pt 100 -199 hrs 0.5 pts</p>	<p>Volunteer: Submit a certificate or letter on 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. Examples: Direct (Home Health caregiver, Hospice) In-Direct (Medical Receptionist) An <u>Email from business email account</u> will be accepted this year as well to verify your hours.</p>

<p>12. Community Service or /Service (0.5- 1 pt) Learning : > 60 hours = 1.0pt 40 -59 hrs =0.5pt You can submit several activities to accumulate the 60 or more hours (Max – 2 points possible) Must have a total of at least 40 hours to receive points.</p>	<p>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 – such as a Lab Aide for PE, 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. An <u>Email from business account</u> will be accepted.</p>
<p>13. RT Program – Clinical Experience (1-2 pt) Clinical experience >1000 hrs 2pts 500 – 1000 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</p>	<p>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.</p>
<p>14. Document Submission: (0.5-1.5 pt) Cover Letter, Resume (2) Letters of Recommendation (1.0 pt)</p>	<p>Cover Letter & Resumes submitted meet all requirements: professional appearance, letters signed, writing skill, clarity, grammar, spelling and organization will be reviewed and ranked. Letters of Recommendation (within 3 years) must include all requirements to receive the full points available. The letters can be a copy of an email sent to you (upload on application) , or the email can be sent directly to RadTech@elcamino.edu. Please ask them to include in the subject line: “Letter of Rec 2024 for (Name)” Send email to RadTech@elcamino.edu Put a notation on the application under the resume section if you have LOR – emailed directly Only Professional Letters, Letterhead or Business Card or Information must be included in letter Must be signed if not from email with contact information included – 2 separate references</p>
<p>Observations hours in Radiology TBD</p>	<p>If you have permission to volunteer at a hospital, or in a radiology area, you can count these hours in #11</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 – 2023-24

*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)	3*	6.5		Note – only 1.5 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)				