

TRINITY HEALTH RADIOLOGIC TECHNOLOGY PROGRAM

PLEASE REVIEW CAREFULLY!

APPLICATION CHECKLIST AND PROCESS (updated 6/20)

The application deadline is **January 1st** for the subsequent class, with a start date of mid-June. Application forms are available online at www.trinityhealth.org/radiology_school or by contacting program officials at:

Trinity Health Radiologic Technology Program
420 3rd St. SE / PO Box 5020
Minot, ND 58702-5020
701-857-2316 (phone) / 701-857-3494 (fax)
michelle.bratton@trinityhealth.org

APPLICANT CHECKLIST

APPLICANT MUST mail/email/hand deliver these items to program before the deadline and receive confirmation that their application is complete from the program director.

- The completed **APPLICATION** Form (be sure to use current phone and email contact information)
- Signed Technical **SPECIFICATIONS** Form (found on the website link or request from program official)
- Signed **CODES OF ETHICS AND HONOR** Form (found on website link or request from program official)
- Non-refundable **APPLICATION FEE** of \$35.00 (cash, money order or check made to Trinity Health)
- 3 sealed REFERENCE FORMS** (see link on website or request them from program official)
- OFFICIAL COLLEGE TRANSCRIPTS** – if transcripts submitted electronically from an official source, ensure that the program director is aware of it (see Prerequisite courses listed below & cum. college GPA must be at least 2.75)
- HIGH SCHOOL TRANSCRIPT**
- Did you receive CONFIRMATION from program director that application and supporting documents were received and are complete?** *If you do not receive confirmation in a timely manner, it is your responsibility to contact the program director before January 1.*

General instructions on how to apply (see Policy Manual for details on the entire admission scoring process)

1. Return by email/fax/mail/hand delivered to Program at the address above:
 - a. The completed and signed **APPLICATION** Form,
 - b. The signed **TECHNICAL SPECIFICATIONS** Form, and
 - c. The signed **CODES OF ETHICS AND HONOR** Form;
2. The non-refundable **application fee** for \$35.00 (check or money order);
3. **Applicant themselves must return 3 completed REFERENCE Forms** (found under the Application Forms link or upon request from program officials) carefully following these instructions:
 - a. References should not be relatives, but someone who knows you well and can give honest feedback about you. One should be an *employment* reference, a second should be an *academic* reference and a third should be a *personal* reference.
 - b. Applicant must review the Applicant's Option to Waive on the Reference Form and determine whether to sign the waiver *before* giving the forms to your references.

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- c. Applicant must give the Reference Form to your reference, ask them to complete it, seal it in an envelope with their signature across the seal and return to you
 - d. **Applicants must mail or hand deliver the 3 sealed REFERENCES directly to the address above.** Your application will not be considered complete if all 3 References are not returned as set forth.
4. **Applicants must request/order their official COLLEGE TRANSCRIPTS.** If transcripts are from an official electronic transcript service, **applicants must ensure that they are sent to the Program Director's email and inform the Program Director to expect the electronic transcript.** **Applicants may also mail or hand deliver pick up official transcripts with your application.** Your application will not be considered complete if your official transcripts are not returned as set forth.
 5. **Applicants must order/request official HIGH SCHOOL TRANSCRIPTS** and ensure they are sent to the address above by the applicant or school.

REVIEW OF MINIMUM REQUIREMENTS (See Policy Manual for full details)

Age: Applicants must be at least **18** years of age.

Education: The American Registry in Radiologic Technology (ARRT) is the only certifying agency in the United States offering credentials in medical imaging and requires candidates wishing to become a Registered Technologist (R.T.) by taking the ARRT radiography exam only if they 1) possess **at least an associate degree, and 2)** complete an ARRT-approved clinical educational program (like this one).

In accordance with this, Program applicants must demonstrate evidence of:

- 1) having earned a(n) **associate or baccalaureate degree**; or
- 2) **current enrollment in a degree program** that will earn the applicant an associate or baccalaureate degree before beginning the Program.

Regardless of the degree held by the applicant, satisfactory completion of the following post-secondary courses are required to be considered for admission to the Program to earn a clinical certificate in radiography:

The Program's Prerequisite Post-Secondary Courses

- 1 semester advanced level math (College Algebra, Precalculus, or Statistics)
- 2 semesters/1 full year of Anatomy and Physiology
- 1 semester of Physics
- 1 semester of Medical Terminology
- 1 semester of social/behavioral science course (Psychology, Sociology, Ethics)
- 1 semester of Oral Communication/Speech
- 1 semester of English Composition

GPA: The applicant must have a minimum cumulative college GPA of **2.75** at the time of application.

Other: There are also specific technical, personal and ethical specifications that an applicant must possess and attest to, which are detailed within the **Technical Specifications and Codes of Ethics and Honor forms** mentioned above. See the Policy Manual as well for more detail on the specific requirements.

***** If you have **not** received confirmation from the program director by January 1, you will **not** be contacted for an interview. If you have received confirmation from the program director by January 1, you will be contacted to set up a personal interview in mid January. Please feel free to contact the program director for **any** questions about the process. *****