

TRINITY HEALTH RADIOLOGIC TECHNOLOGY PROGRAM
APPLICATION CHECKLIST AND PROCESS (updated 2/24)

The application deadline is **January 1st** for the subsequent class, with a start date near the end of August. Application forms are online at <https://www.trinityhealth.org/trinity-health-careers/school-of-radiologic-technology/> 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/e-mail/hand deliver these items to program before the deadline

- The completed **APPLICATION** Form (be sure to use current phone and email contact information)
- 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 forms from a program official)
- OFFICIAL COLLEGE TRANSCRIPTS** – unofficial transcripts are acceptable to confirm coursework & GPA (must be 2.75) until Fall grades have posted but Official transcripts must be sent as soon as available
- 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 the completed and signed **APPLICATION FORM** by e-mail/fax/mail/hand delivered to address above along with the non-refundable **application fee** for \$35.00 (check or money order);
2. **Applicant themselves must return 3 sealed 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. If possible, one should be an *employment* reference, one should be an *academic* reference and one 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.
 - 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.*
3. **Applicants must request/order their official COLLEGE TRANSCRIPTS.** If transcripts are from an electronic transcript service, send them to the Program Director's email and inform the Program Director to expect the electronic transcript. **Applicants may also mail or hand deliver their printed official transcripts with the application.** Unofficial transcripts can be submitted before Fall grades are posted as well, but an official one must be received before your interview. *Your application will not be considered complete if your official transcripts are not returned as set forth.*
4. **Applicants must order/request official HIGH SCHOOL TRANSCRIPTS** and ensure they are sent electronically or 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 applying to become a Registered Technologist (R.T.) by taking the ARRT radiography exam to first 1) possess **at least an associate degree, and** 2) complete an ARRT-approved clinical educational program (like this one).

In accordance, 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 college courses are required to be considered for admission to the Program to earn a clinical certificate in radiography:

The Program's Required Post-Secondary (College) 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 in the Application.

****** 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 in December to set up a personal interview that usually takes place in mid-January. Please feel free to contact the program director for any questions about the process. ******