

TO APPLY TO THE PROGRAM, contact the Program Director at
Trinity Health Radiologic Technology Program
P.O. Box 5020, Minot, ND, 58701
701-857-2316
michelle.bratton@trinityhealth.org

APPLICANT CHECKLIST

DEADLINE: January 1 (or next business day)

CHECKLIST:

- ☐ **ONLINE APPLICATION:** Complete, upload documentation as requested, sign and submit it.
- ☐ **COLLEGE TRANSCRIPTS:** Upload with application or email/mail directly to the Program Director. Unofficial transcripts are acceptable to confirm prerequisites & College GPA (must be 2.75) until Fall grades have posted **but Official Transcripts must be received before the deadline for the application to be complete.**
- ☐ Read and sign the **OPTION TO WAIVE** in the application, download the reference form and fill out Part 1 indicating the option you chose before sending the reference forms to be completed by references.
- ☐ **REFERENCES:** List your references in the application (Professional reference and Reference sections) and ensure they know you will be sending them a reference form to complete and return to the Program Director.
- ☐ **HIGH SCHOOL TRANSCRIPT:** Request your transcript be emailed/mailed to the Program Director.
- ☐ **APPLICATION FEE:** \$35.00 (cash, money order or check to Trinity Health) must be mailed to the Program Director at the address above or submitted at to your interview.
- ☐ **DID YOU RECEIVE CONFIRMATION that your application is complete?** *If NOT, it is your responsibility to contact the Program Director before January 1.*

Detailed instructions for the online application (see Policy Manual for the admission scoring process):

1. Contact the Program Director for a link to the online application, click the link and follow these instructions:
 - a. **Upload a resume** if you have one. You can choose to have information from the resume “prepopulate” many of the fields, but please check all fields for accuracy before submission.
 - b. **Answer all required (red *) questions**, read acknowledgements, upload documents, sign and submit the completed application. You will be alerted to an area if something is omitted. You will have the option to save the application for later. Paycom will ask you to create an account with a password so you can access the saved or completed application.
 - c. Read the information below related to certain sections of the application. If you have any questions, feel free to contact the Program Director.
2. **Education:** Include college and high school information and upload an *unofficial* college transcript to verify GPA and prerequisite courses. After fall grades are posted, an **official** college transcript will need to be submitted to the Program Director to complete the application.
 - a. Include dates of any conferred college degrees and/or anticipated dates to complete college degrees.
 - b. Please request a high school transcript be sent to me electronically, by email or mail.
3. **Employment:** Include at least your 3 most recent jobs if you have employment history.
4. **Global questions:** read and answer these questions carefully. If you do not have any specialized training, certifications or job shadowing experience, use “N/A.”
5. **Option to Waive (for References):** This question must be answered here and again on the actual reference form that is sent to the 3 references to fill out.
 - a. *You must use the reference form* that can be downloaded here and fill out Part 1 whether you waive this right or not. Complete Part 1, save and send it to your reference person(s) to be completed.
 - b. If you **do not** waive your right to review the reference documents, completed reference forms can be uploaded to this application by you.
 - c. If you **do** waive your right to review the reference documents, **your references must return the completed reference form** as instructed on the form.

6. **References:** include the name, email and phone number for 3 references here. They should be non-family members who know you well: 1 personal, 1 academic and 1 employment/professional.
7. **Technical Standards and Code of Ethics:** Read and answer these questions carefully.
8. **Acknowledge, sign and submit the application once it is complete.**
9. The non-refundable application fee of \$35 will need to be paid to complete the process. Mail it to Trinity Health Radiologic Technology Program, 400 Burdick Expy. E., Minot ND, 58701 or hand delivered.

The Program Director will email to confirm receipt of the application and the references when received.

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 of a complete application from the Program Director by January 1, you will **not** be contacted for an interview. If you have received confirmation, 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. ******