



## **Program Applicant Guide 2024-2025**

*Effective July 2024 (supersedes and replaces any previous version)*

## Table of Contents

<b>Navigation Instructions .....</b>	<b>3</b>
<b>Introduction.....</b>	<b>3</b>
Message from the Program Director .....	3
The Radiologic Technologist .....	3
Radiography .....	3
<b>Program Overview.....</b>	<b>4</b>
Mission Statement.....	4
Goals and Student Learning Outcomes.....	4
Programmatic Effectiveness.....	4
<b>Program Standards.....</b>	<b>5</b>
Accreditation Standards .....	5
Performance Standards.....	5
Professional Standards .....	5
<b>Admissions Information .....</b>	<b>6</b>
Program Entry Requirements.....	6
Transfer Students/Advanced Placement.....	6
Submitting a DMI Program Application.....	7
Kaplan Pre-Admission Exam .....	7
Preparing for the Kaplan Exam.....	7
Program Acceptance .....	8
Admissions Scoring .....	8
Interview with the Program Director .....	8
Conditions for Acceptance.....	9
Disciplinary Action .....	11
Reconsideration.....	11
<b>Time Commitment and Cost.....</b>	<b>12</b>
DMI Course Sequence Year I .....	12
DMI Course Sequence Year II.....	12
General Education Course Requirements .....	12
Program Expenses.....	13
<b>Appendices.....</b>	<b>14</b>
Appendix A – Performance Standards for Allied Health Programs .....	14
Appendix B – ARRT Standards of Ethics.....	14
Appendix C – DMI Application Checklist.....	14
Appendix D – ARRT Ethics Review Preapplication .....	14
Appendix E – DMI Recommendation Form.....	14
Appendix E – DMI Admissions Scoring.....	14
Appendix F – Applicant Admission Evaluation Form.....	14
Appendix G – DMI Sample Course Schedules .....	14
Appendix H – DMI Program Expenses.....	14

## Navigation Instructions

This guide is a unified hyperlinked document which is navigable via the interactive table of contents. All hyperlinked appendices are bolded throughout the manual and listed in sequential order on the last page. The appendices are inserted in sequential order at the end of the guide. To view an appendix document while reading the manual, click on the **bolded appendix name**. This will take you to the appropriate page to view the document.

Click Alt + ◀ (left arrow) to return to a previous page.

## Introduction

### Message from the Program Director

Thank you for your interest in the Diagnostic Medical Imaging program at the Community College of Philadelphia. The purpose of this applicant guide is to provide an overview of the DMI program and admissions procedures in preparation for applying. The DMI program is a select program in the Allied Health Department, which is part of the Division of Math, Science and Health Careers. A maximum of 24 students may be accepted each year. The DMI program begins in July (late summer term) and **admits only one time each year**. It is a full-time program and there is no part-time option.

### The Radiologic Technologist

Radiologic technologists make up the third-largest group of health care professionals—surpassed in number only by physicians and nurses. A primary responsibility of many technologists is to create images of patients' bodies using medical equipment. This helps doctors diagnose and treat diseases and injuries. Depending on your specialty, you might use X-ray, MRI, computed tomography (CT), fluoroscopy, or sonography equipment.

### Radiography

The DMI program at the Community College of Philadelphia is a radiography program. Most radiologic technologists enter the profession as radiographers. In this role, you will capture images of patients' internal organs, soft tissues, and bones using X-ray equipment. You also might assist radiologists with a range of procedures, such as fluoroscopic imaging or gastrointestinal exams that require the use of contrast media. A career as a radiographer is challenging and rewarding. Working in this field, you will be an important part of a medical team that diagnoses and treats patients who have a range of diseases and injuries.

## Program Overview

### Mission Statement

The mission of the Diagnostic Medical Imaging program is to prepare individuals in the judicious use of ionizing radiation in both diagnostic radiographic and fluoroscopic procedures. This is accomplished by the application of knowledge in anatomy, physiology, and osteology; in the skillful positioning of the client-patient; the selection of correct technical factors; the proper handling and manipulation of radiation producing equipment; the utilization of accepted radiation protection procedures; and the processing of the image in preparation for diagnostic interpretation.

### Goals and Student Learning Outcomes

Upon completion of the Program, students will be able to:

**1. Competently and safely perform radiographic and fluoroscopic procedures.**

*Student Learning Outcomes:*

- Perform routine radiographic procedures
- Demonstrate quality patient care
- Apply appropriate radiation protection of patients, themselves and others

**2. Communicate effectively.**

*Student Learning Outcomes:*

- Demonstrate effective oral communication skills
- Demonstrate effective written communication skills

**3. Think critically and problem solve in various patient care situations.**

*Student Learning Outcomes:*

- Demonstrate the ability to perform non-routine procedures
- Demonstrate knowledge of C-arm equipment and OR procedures
- Identify diagnostic quality images and correct non-quality images accordingly

**4. Demonstrate professionalism.**

*Student Learning Outcomes:*

- Demonstrate professional behavior in delivering patient care
- Demonstrate professional characteristics in the clinical education setting

### Programmatic Effectiveness

In addition to evaluating program goals and student learning outcomes, the DMI Program evaluates the following for programmatic effectiveness:

- Program completion rate
- ARRT Radiography certification examination pass rate
- Job placement rate

The most current program effectiveness data is published on the program webpage at <https://www.ccp.edu/college-catalog/degree-programs/associate-applied-science-aas/diagnostic-medical-imaging>.

## **Program Standards**

### **Accreditation Standards**

The Diagnostic Medical Imaging program at the Community College of Philadelphia is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The College seeks to provide a program in compliance with the JRCERT Standards and encourages students to be cognizant of the Standards for an Accredited Educational Program in Radiography.

Students seeking more information regarding the Standards or program accreditation may contact the Program Director or the JRCERT directly:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Email: [mail@jrcert.org](mailto:mail@jrcert.org)  
Website: [www.jrcert.org](http://www.jrcert.org)

### **Performance Standards**

The Community College of Philadelphia's Department of Allied Health has adopted the following Core Performance Standards for all applicants to the Allied Health degree and certificate programs. These standards are based upon required abilities that are compatible with effective performance in allied health programs. If an applicant is not able to meet the Core Performance Standards, they are responsible for identifying their inability to perform the required tasks, with or without accommodation. If while in the program, a student fails to meet the Core Performance Standards, with or without accommodation, the student will be removed from the program as the Performance Standards are considered Essential Functions for health care professionals.

All students are required to meet these performance standards. Allowing for individual differences, and encouraging program completion for students with a documented disability, the allied health programs will work with the student and the Center on Disability to provide any reasonable accommodation to meet these performance standards when appropriate.

**See Appendix A – Performance Standards for Allied Health Programs**

### **Professional Standards**

The Diagnostic Medical Imaging Program at the Community College of Philadelphia holds students to very high professional standards. The American Registry of Radiologic Technologists Standards of Ethics applies to all students enrolled in the Diagnostic Medical Imaging Program.

**See Appendix B – ARRT Standards of Ethics**

# Admissions Information

## Program Entry Requirements

Admission into the Diagnostic Medical Imaging program is selective, competitive and requires potential students to fulfill all admission requirements of the College. Students can apply beginning on **October 1<sup>st</sup>** of each year. The priority deadline to submit an application is **January 1<sup>st</sup>**. Applications submitted from October 1<sup>st</sup> until January 1<sup>st</sup> will receive priority in the Allied Health pre-entrance examination and review process (Kaplan exam). Applications may be accepted after the January 1<sup>st</sup> priority deadline until the program is full.

Students must meet the following minimum requirements before applying:

- High School diploma or GED documentation
- High School Biology or its equivalent (BIOL 106) with grade “C” or better in the past 10 years
- Demonstration of readiness for ENGL 101 and FNMT 118 as determined by the College’s placement tests, or by successfully completing developmental coursework
- Minimum grade point average of 2.50
- Be at least 18 years of age by the start of the Diagnostic Medical Imaging clinical experience (Fall semester).

Applicants who are new to the College must begin the application process by first applying to the College. A transcript evaluation (for students transferring in college credits from another school) and/or completion of a placement test (or test waiver) is required. Students can apply to the College by visiting the admissions process page: <https://www.ccp.edu/admission-aid/admissions/admissions-process>

After applying to the Community College of Philadelphia, students will be placed into the Health Care Studies major until they have completed the requirements to be accepted into the program. Health Care Studies is designed for students interested in entering a health care profession.

## Transfer Students/Advanced Placement

The Diagnostic Medical Imaging program does not grant advanced placement status to students who transfer from another radiography program or are seeking advance placement to regain eligibility for ARRT certification and registration. These students must apply to the program according to the program entry requirements for all students.

## **Submitting a DMI Program Application**

Current Community College of Philadelphia students can begin the DMI program application process by visiting the DMI Intake Process page:

<https://www.ccp.edu/degree-programs/diagnostic-medical-imaging/dmi-intake-process>

### **Applicants must:**

1. Complete, sign and submit the program application form  
**See Appendix C – DMI Application Checklist**
2. Answer the ARRT ethics questions on the critical incident report request form
3. Attach the results of an ARRT ethics review preapplication (if applicable to #2)  
**See Appendix D – ARRT Ethics Review Preapplication**
4. Attach official copies of supporting documents (e.g., official transcripts)
5. Attach a letter of intent  
Suggested prompts: Why do you want to get accepted into the DMI program? What makes you a great fit for a radiography program?
6. Attach a resume  
Suggested components: education, work experience, community service, extracurricular activities, volunteer work, honors and awards
7. Attach two completed DMI recommendation forms  
**See Appendix E – DMI Recommendation Form**

### **Kaplan Pre-Admission Exam**

Once a DMI program application is received, admissions will confirm the minimum requirements have been met and schedule the applicant for the Kaplan pre-admission exam. Admissions will contact applicants within two weeks of applying to the program. **Applicants must check their MyCCP email for testing dates.** Applicants can also download the MyCCP app to get push notifications. Students applying to the DMI program must complete the Kaplan exam **by January 31<sup>st</sup> for priority consideration.** Applicants completing the exam after January 31<sup>st</sup> may be considered until the program is full.

The Kaplan exam is a timed exam which takes 1.5-3 hours to complete. The Diagnostic Medical Imaging program **requires a composite score of 64.** Reading, Writing and Math sections make up the composite score. Applicants must complete all portions of the Kaplan exam, including Science and the tutorial questions. **All sections should be taken seriously.**

The result received at the end of the exam is overall correct, not the composite score. The composite score is the sum of the Math, Reading and Writing percentages divided by number 3. Students who do not meet the minimum score needed for the exam or want to discuss options for raising their score in a future application cycle should visit the Counseling Department at any campus. No appointment is needed.

### **Preparing for the Kaplan Exam**

Buy a Kaplan study book called, “Kaplan Nursing School Entrance Exams Prep.” The current edition is sold in the College bookstore, or it can be bought online. There are FREE online study options that can be found by typing “Kaplan preadmission Nursing exam” into any search engine. YouTube also has videos about preparing for the Kaplan exam.

### **Program Acceptance**

Meeting the minimum requirements to apply to the program does not guarantee admission.

Although a minimum grade point average of 2.50 is required, admission to the DMI program is highly competitive and most successful applicants have a GPA that is higher than 2.50.

Most successful applicants also have a Kaplan exam composite score higher than 64 and more than 50% of the general education course requirements completed toward the A.A.S. degree in Diagnostic Medical Imaging.

### **Admissions Scoring**

Upon completion of the Kaplan exam, the Program Director will review and score all applicants with particular attention to:

1. Cumulative grade point average (most recent college transcript)
2. Completion of DMI general education course requirements (8 total)
3. Strength of science curriculum (Anatomy & Physiology I-II final grades)
4. Kaplan pre-admission exam (composite score)

**See Appendix F – DMI Applicant Admission Evaluation Form**

### **Interview with the Program Director**

Top scoring applicants will be selected for the final step in the admissions process, which is an interview with the Program Director. Eligible applicants will be contacted, in writing (email), concerning the scheduling of the admissions interview. **An admission interview is not guaranteed and will only be granted to the highest scoring applicants. A scheduled interview also does not guarantee admission.**



## Conditions for Acceptance

All applicants are notified in writing (email) regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

✓ **Acknowledgement of Core Performance Standards for Allied Health Programs**

Clinical education requires a full range of motion, including pushing, pulling, twisting, lifting and bending. Standing and walking are required for the entire clinical day (8 hours). Students who are registered with the Center on Disability must inform the Program Director if special accommodation is required.

**Child Abuse Clearance**

Any record results in denial of admission into the DMI program.

✓ **Drug Screening**

A positive drug screening results in denial of admission into the DMI program.

✓ **Physical Examination and Immunizations**

Students are required to submit a health form and relevant lab reports for titers and up-to-date vaccinations. All health information is kept confidential. Students will have direct contact with patients and have the responsibility to maintain very high standards of health practice. Requirements include the following:

- Physical Examination (annual requirement)
- COVID-19 (full primary series vaccination)
- Hepatitis B (full vaccination/positive titer)
- Influenza (annual vaccination)
- Measles, Mumps, Rubella (full vaccination/positive titer)
- Meningococcal (only if recommended by healthcare provider based on CDC list of individuals at risk)
- Polio (only if recommended by healthcare provider based on CDC list of individuals at risk)
- Tetanus, Diphtheria, Pertussis (full vaccination)
- Tuberculosis screening (annual blood test)
- Varicella (full vaccination/positive titer)

✓ **Documentation of Current Health Insurance Coverage**

must be maintained throughout the program

✓ **Basic Life Support (BLS) for Healthcare Providers Certification**

adult, child and infant CPR/AED (American Heart Association or American Red Cross)

✓ **Purchase of DMI Student Uniform**

Purchase information is provided at program orientation

✓ **Attendance at Scheduled Program Orientation Sessions**

program, clinical and hospital

**Continued**

✓ **Completion of Criminal Background Check/Fingerprints**

A criminal record may result in denial of admission into the DMI program. If a record exists, the information must be presented to the College Criminal Background Committee for further review.

When applying for ARRT certification and registration during the DMI program, students must answer the following ethics-related questions on their ARRT application form. **Program applicants who answer “Yes” to any of the following questions will be denied admission to the program unless they have documentation from the ARRT verifying eligibility. If you answer “Yes” to any of the following questions, please attach the results of an ARRT Ethics Review Preapplication with your application form. Failure to do so will result in denial of program admission.**

Visit <https://www.rrt.org/pages/earn-rrt-credentials/initial-requirements/ethics/ethics-review-preapplication> to complete the process.

**1. Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)**

**Answer "Yes" if you have:**

- Charges or convictions—including those that were stayed, withheld or deferred, set aside, or suspended
- Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
- Court conditions applied to your charge--including court supervision, probation, or pretrial diversion
- Traffic violations charged as misdemeanors or felonies
- Traffic violations that involved drugs or alcohol

**Answer “No” if you have no offenses. Also answer “No” if you have:**

- Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court
- Speeding and parking tickets that weren’t charged as misdemeanors or felonies and that didn’t involve drugs or alcohol (if you have any traffic violation that involved drugs and/or alcohol, you must answer “Yes”)
- Charges that were dismissed with no court conditions required (if conditions were required, you must answer “Yes”)
- Court records that were sealed or expunged (if you don’t have court documents that prove your case was sealed or expunged, you must answer “Yes”)
- Offenses you’ve already reported to ARRT and about which ARRT has sent you communication

**Continued**

- 2. Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?**
- Denied, revoked, or suspended your professional license, permit, registration, or certification?
  - Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?
  - Allowed voluntary surrender of your professional license, permit, registration, or certification?
  - Subjected you to any conditions or disciplinary actions?

**Answer “Yes” if one or more of these apply to you and the organization imposing the action wasn’t ARRT.**

**Answer “No”:**

- If you have no offenses
- If your only offense is ARRT Continuing Education (CE) probation
- For offenses previously reported to ARRT and for which ARRT has sent you communication

- 3. Have you ever voluntarily withdrawn—or been suspended, dismissed, or expelled—from an educational program you attended to meet ARRT certification and registration requirements?**

**Answer “No” for offenses previously reported to ARRT and for which ARRT has sent you communication.**

### **Disciplinary Action**

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The DMI program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution. Students subjected to sanction because of violating an academic honor code or suspended or dismissed by an educational program may not qualify for ARRT certification and registration.

### **Reconsideration**

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days of the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact. Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success whose decision is final. Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the DMI Program Director

## **Time Commitment and Cost**

### **DMI Course Sequence Year I**

#### **Late Summer Term – Year I**

- DMI 101 – Introduction to Diagnostic Medical Imaging (2 credits)

#### **Fall Semester – Year I**

- DMI 105 – Image Production & Evaluation I (4 credits)
- DMI 119 – Radiation Safety I (2 credits)
- DMI 131 – Patient Care & Procedures I (4 credits)
- DMI 181 – Radiographic Osteology & Pathology I (2 credits)
- DMI 196 – Clinical Education I (1 credit)

#### **Spring Semester – Year I**

- DMI 106 – Image Production & Evaluation II (2 credits)
- DMI 120 – Radiation Safety II (2 credits)
- DMI 132 – Patient Care & Procedures II (4 credits)
- DMI 182 – Radiographic Osteology & Pathology II (2 credits)
- DMI 197 – Clinical Education II (1 credit)

#### **Early Summer Term – Year I**

- DMI 198 – Clinical Education III (1 credit)

### **DMI Course Sequence Year II**

#### **Late Summer Term – Year II**

- DMI 199 – Clinical Education IV (1 credit)

#### **Fall Semester – Year II**

- DMI 221 – Advanced Imaging I (4 credits)
- DMI 231 – Patient Care & Procedures III (3 credits)
- DMI 261 – Radiation Safety III (2 credits)
- DMI 297 – Clinical Education V (2 credits)

#### **Spring Semester – Year II**

- DMI 222 – Advanced Imaging II (2 credits)
- DMI 232 – Registry Review & Career Planning (3 credits)
- DMI 298 – Clinical Education VI (2 credits)

#### **Early Summer Term – Year II**

- DMI 299 – Clinical Education VII (1 credit)

**See Appendix G – DMI Sample Course Schedules**

### **General Education Course Requirements**

- BIOL 109 – Anatomy & Physiology I (4 credits)
- BIOL 110 – Anatomy & Physiology II (4 credits)
- CIS 103 – Applied Computer Technology (3 credits)
- ENGL 101 – English Composition I (3 credits)
- ENGL 102 – English Composition II (3 credits)
- FNMT 118 – Intermediate Algebra *or higher* (3 credits)
- Oral Communication/Creative Expression Elective (3 credits)
- Cultural Analysis and Interpretation Elective (3 credits)

### **Program Expenses**

Tuition for the DMI program varies based on student residency. Tuition and fees for College courses can be found by visiting <https://www.ccp.edu/admission-aid/paying-college/tuition-fees>. Payment options can be found by visiting <https://www.ccp.edu/admission-aid/paying-college/payment-options>. Additional DMI Program expenses include textbooks, uniforms, radiographic lead markers, meals, transportation, and the ARRT Radiography examination application fee.

**See Appendix H – DMI Program Expenses**

## **Appendices**

**Appendix A – Performance Standards for Allied Health Programs**

**Appendix B – ARRT Standards of Ethics**

**Appendix C – DMI Application Checklist**

**Appendix D – ARRT Ethics Review Preapplication**

**Appendix E – DMI Recommendation Form**

**Appendix E – DMI Admissions Scoring**

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## Performance Standards for Allied Health Programs

The Community College of Philadelphia's Department of Allied Health has adopted the following Core Performance Standards for all applicants to the Allied Health degree and certificate programs. These standards are based upon required abilities that are compatible with effective performance in allied health programs. If an applicant is not able to meet the Core Performance Standards, they are responsible for **identifying** their inability to perform the required tasks, **with or without accommodation**. If while in the program, a student fails to meet the Core Performance Standards, **with or without accommodation**, the student will be removed from the program as the Performance Standards are considered Essential Functions for health care professionals.

All students are required to meet these performance standards. Allowing for individual differences, and encouraging program completion for students with a documented disability, the allied health programs will work with the student and the Center on Disability to provide any reasonable accommodation to meet these performance standards when appropriate.

Capability	Standard	Examples of Activities (Not All Inclusive)
<b>Cognitive-Perception</b>	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately and efficiently in routine and stressful situations	Identify changes in patient/client health status. Handle multiple priorities in stressful situations and remain calm.
<b>Critical Thinking</b>	Critical thinking ability sufficient for sound clinical judgment	Identify cause-effect relationships in clinical situations. Develop plans of care Respond competently within scope of practice. Interpret patient condition and apply appropriate intervention.
<b>Interpersonal</b>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/ clients and colleagues appropriately. Demonstrate high degree of patience. Manage a variety of patient/client expressions (anger, fear, hostility) in a calm and professional manner. React appropriately to constructive criticism.
<b>Communication</b>	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	Read, understand, write and speak English competently. Explain treatment procedures. Initiate health teaching. Document patient/client responses. Validate responses/messages with others. Obtain medical history accurately and document clearly. Read (decode), write, and understand on demand.
<b>Mobility</b>	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting and/or transferring a patient/client.	The ability to propel wheelchairs, stretchers, etc., alone or with assistance as available. Ability to ambulate without assistive devices in confined areas.
<b>Motor Skills</b>	Gross and fine motor abilities sufficient to provide safe and effective care and documentation.	Position patients/clients Reach, manipulate, and operate equipment, instruments, and supplies. Document information electronically and in writing. Lift 25 pounds, carry, and push and pull using proper body mechanics. Perform CPR.
<b>Hearing</b>	Auditory ability sufficient to monitor and assess, or document health needs/information.	Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help. Hear telephone interactions. Hear dictation being given from multiple directions and when facemasks are being used.

<b>Visual</b>	Visual ability sufficient for observation and assessment necessary in patient/client care, and perform accurate color discrimination.	Observe patient/client responses. Discriminate color changes. Accurately read measurement on patient/client related equipment. Visual dexterity with eye/hand coordination.
<b>Tactile</b>	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.	Performs palpation. Performs functions of examination and/or those related to physical therapeutic intervention, (e.g., insertion of a needle) safely and competently.
<b>Activity Tolerance</b>	The ability to tolerate lengthy periods of physical activity.	Move quickly and/or tolerate long periods of standing and/or sitting. Perform tasks accurately under time constraints.
<b>Environmental</b>	Ability to tolerate environmental stressors.	Adapt to rotating shifts. Work with chemicals and detergents. Tolerate exposure to fumes and odors. Work in areas that are close and crowded. Perform with minimal supervision. React quickly to emergency situations and control emotions.

These are the essential skills that a student must possess in order to progress satisfactorily through an allied health program. Should a prospective student have a preexisting condition, which prohibits their ability to perform one or more of these skills, it is highly advised that the student pursue professional assistance for an evaluation of career suitability. Campus resources are available to assist with this process. For more information, contact the Career Services Center (CI-34). Students who have a disability, which may impact upon the ability to provide patient care, may want to contact the Center on Disabilities (BG-39).

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of their disability for the purpose of determining appropriate accommodations, including modification to the program. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all of the essential functions with or without accommodations.

In compliance with the Americans with Disabilities Act, student must be, with or without reasonable accommodations, physically and mentally capable of performing the essential functions of the program. If a student believes that they cannot meet one or more of the essential functions without accommodations or modifications, the allied health program, along with a counselor from the Center on Disability, will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made.

Occasionally, a student may experience a change in the status of these requirements while progressing through the program. Should this occur, the student is required to notify the Program Director. The student will be provided with referrals for professional assistance. Each student will be given the opportunity to meet clinical objectives within a reasonable amount of time as determined by the respective program director in consultation with the Center on Disability. However, a student may be denied continued enrollment in an allied health program until any identified issue is resolved. Should the issue remain unresolved after a reasonable period of time, the student may be dropped from the course.





# ARRT<sup>®</sup> STANDARDS OF ETHICS

Last Revised: September 1, 2023

Published: September 1, 2023

## PREAMBLE

The *Standards of Ethics* of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The *Standards of Ethics* are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the.

## STATEMENT OF PURPOSE

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the *Standards of Ethics* is evidence of the possible lack of.

The *Standards of Ethics* provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

## A. CODE OF ETHICS

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.



6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team. The
8. Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## **B. RULES OF ETHICS**

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and Candidates. ARRT certification and registration demonstrates to the medical community and the public that an individual is qualified to practice within the profession. The Rules of Ethics are intended to promote the protection, safety, and comfort of patients. Accordingly, it is essential that Registered Technologists and Candidates act consistently with these Rules.

The Rules of Ethics are enforceable. Registered Technologists are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence.

Registered Technologists and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

*The titles and headings are for convenience only, and shall not be used to limit, alter or interpret the language of any Rule.*

### **Fraud or Deceptive Practices**

#### **Fraud Involving Certification and Registration**

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain or reinstate certification and registration as issued by ARRT; employment in radiologic technology; or a state permit, license, or registration certificate to practice radiologic technology. This includes altering in any respect any document issued by ARRT or any state or federal agency, or by indicating in writing certification and registration with ARRT when that is not the case.

#### **Fraudulent Communication Regarding Credentials**

2. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding any individual's education, training, credentials, experience, or qualifications, or the status of any individual's state permit, license, or registration certificate in radiologic technology or certification and registration with ARRT.

#### **Fraudulent Billing Practices**

3. Knowingly engaging or assisting any person to engage in, or otherwise participating in, abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.

## Subversion

### Examination / CQR Subversion

4. Subverting or attempting to subvert ARRT's examination process, and/or ARRT's Education Requirements, including the Structured Self-Assessments (SSA) that are part of the Continuing Qualifications Requirements (CQR) process. Conduct that subverts or attempts to subvert ARRT's examination, Education Requirements and/or CQR or SSA processes, includes but is not limited to:
  - i. disclosing examination and/or CQR SSA information using language that is substantially similar to that used in questions and/or answers from ARRT examinations and/or CQR SSA when such information is gained as a direct result of having been an examinee or a participant in a CQR SSA or having communicated with an examinee or a CQR participant; this includes, but is not limited to, disclosures to students in educational programs, graduates of educational programs, educators, anyone else involved in the preparation of Candidates to sit for the examinations, or CQR participants; and/or
  - ii. soliciting and/or receiving examination and/or CQR SSA information that uses language that is substantially similar to that used in questions and/or answers on ARRT examinations or CQR SSA from an examinee, or a CQR participant, whether requested or not; and/or
  - iii. copying, publishing, reconstructing (whether by memory or otherwise), reproducing or transmitting any portion of examination and/or CQR SSA materials by any means, verbal or written, electronic or mechanical, without the prior express written permission of ARRT or using professional, paid or repeat examination takers and/or CQR SSA participants, or any other individual for the purpose of reconstructing any portion of examination and/or CQR SSA materials; and/or
  - iv. using or purporting to use any portion of examination and/or CQR SSA materials that were obtained improperly or without authorization for the purpose of instructing or preparing any Candidate for examination or participant for CQR SSA; and/or
  - v. selling or offering to sell, buying or offering to buy, or distributing or offering to distribute any portion of examination and/or CQR SSA materials without authorization; and/or
  - vi. removing or attempting to remove examination and/or CQR SSA materials from an examination or SSA room; and/or
  - vii. having unauthorized possession of any portion of or information concerning a future, current, or previously administered examination or CQR SSA of ARRT; and/or
  - viii. disclosing what purports to be, or what you claim to be, or under all circumstances is likely to be understood by the recipient as, any portion of or "inside" information concerning any portion of a future, current, or previously administered examination or CQR SSA of ARRT; and/or
  - ix. communicating with another individual during administration of the examination or CQR SSA for the purpose of giving or receiving help in answering examination or CQR SSA questions, copying another Candidate's or CQR participant's answers, permitting another Candidate or a CQR participant to copy one's answers, or possessing or otherwise having access to unauthorized materials including, but not limited to, notes, books, mobile devices, computers and/or tablets during administration of the examination or CQR SSA; and/or
  - x. impersonating a Candidate, or a CQR participant, or permitting an impersonator to take or attempt to take the examination or CQR SSA on one's own behalf; and/or
  - xi. using any other means that potentially alters the results of the examination or CQR SSA such that the results may not accurately represent the professional knowledge base of a Candidate, or a CQR participant.

### Education Requirements Subversion

5. Subverting, attempting to subvert, or aiding others to subvert or attempt to subvert ARRT's *Education Requirements for Obtaining and Maintaining Certification and Registration* ("Education Requirements"), including but not limited to, continuing education (CE), clinical experience and competency requirements, structured education activities, and/or Continuing Qualifications Requirements (CQR). Conduct that subverts or attempts to subvert ARRT's Education Requirements or CQR Requirements includes, but is not limited to:
  - i. providing false, inaccurate, altered, or deceptive information related to CE, clinical experience or competency requirements, structured education or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or
  - ii. assisting others to provide false, inaccurate, altered, or deceptive information related to education requirements or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or

- iii. conduct that results or could result in a false or deceptive report of CE, clinical experience or competency requirements, structured education activities or CQR completion; and/or
- iv. conduct that in any way compromises the integrity of ARRT's education requirements, including, but not limited to, CE, clinical experience and competency requirements, structured education activities, or CQR Requirements such as sharing answers to the post-tests or self-learning activities, providing or using false certificates of participation, or verifying credits that were not earned or clinical procedures that were not performed.

### **Failure to Cooperate with ARRT Investigation**

6. Subverting or attempting to subvert ARRT's certification and registration processes by:
  - i. making a false statement or knowingly providing false information to ARRT; or
  - ii. failing to cooperate with any investigation by ARRT in full or in part.

## **Unprofessional Conduct**

### **Failure to Conform to Minimal Acceptable Standards**

7. Engaging in unprofessional conduct, including, but not limited to:
  - i. a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice or scope of practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice.
  - ii. any radiologic technology practice that may create unnecessary danger to a patient's life, health, or safety. Actual injury to a patient or the public need not be established under this clause.

### **Sexual Misconduct**

8. Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patient. This also applies to any unwanted sexual behavior, verbal or otherwise.

### **Unethical Conduct**

9. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.

## **Scope of Practice**

### **Technical Incompetence**

10. Performing procedures which the individual is not competent to perform through appropriate training and/or education or experience unless assisted or personally supervised by someone who is competent (through training and/or education or experience).

### **Improper Supervision in Practice**

11. Knowingly assisting, advising, or allowing a person without a current and appropriate state permit, license, registration, or ARRT certification and registration to engage in the practice of radiologic technology, in a jurisdiction that mandates such requirements.

### **Improper Delegation or Acceptance of a Function**

12. Delegating or accepting the delegation of a radiologic technology function or any other prescribed healthcare function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.

## **Fitness to Practice**

### **Actual or Potential Inability to Practice**

13. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs, chemicals, or any other material; or as a result of any mental or physical condition.

### **Inability to Practice by Judicial Determination**

14. Adjudication as mentally incompetent, mentally ill, chemically dependent, or dangerous to the public, by a court of competent jurisdiction.

## **Improper Management of Patient Records**

### **False or Deceptive Entries**

15. Improper management of records, including failure to maintain adequate patient records or to furnish a patient record or report required by law; or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record and/or any quality control record.

### **Failure to Protect Confidential Patient Information**

16. Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law, or viewing, using, releasing, or otherwise failing to adequately protect the security or privacy of confidential patient information.

### **Knowingly Providing False Information**

17. Knowingly providing false or misleading information that is directly related to the care of a former or current patient.

## **Violation of State or Federal Law or Regulatory Rule**

### **Narcotics or Controlled Substances Law**

18. Violating a state or federal narcotics or controlled substance law, even if not charged or convicted of a violation of law.

### **Regulatory Authority or Certification Board Rule**

19. Violating a rule adopted by a state or federal regulatory authority or certification board resulting in the individual's professional license, permit, registration or certification being denied, revoked, suspended, placed on probation or a consent agreement or order, voluntarily surrendered, subjected to any conditions, or failing to report to ARRT any of the violations or actions identified in this Rule.

### **Criminal Proceedings**

20. Convictions, criminal proceedings, or military courts-martial as described below:
  - i. conviction of a crime, including, but not limited to, a felony, a gross misdemeanor, or a misdemeanor; and/or
  - ii. criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters an Alford plea, a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity; and/or
  - iii. military courts-martial related to any offense identified in these Rules of Ethics; and/or
  - iv. required sex offender registration.

## Duty to Report

### Failure to Report Violation

21. Knowing of a violation or a probable violation of any Rule of Ethics by any Registered Technologist or Candidate and failing to promptly report in writing the same to ARRT.

### Failure to Report Error

22. Failing to immediately report to the Registered Technologist's or Candidate's supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient's care, but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury.

## C. ADMINISTRATIVE PROCEDURES

These Administrative Procedures provide for the structure and operation of the Ethics Committee; they detail procedures followed by the Ethics Committee and by the Board of Trustees of ARRT in administering challenges raised under the Rules of Ethics, and in handling matters relating to the denial of an application for certification and registration (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *ARRT Rules and Regulations*, in which case, there is no right to a hearing) or the denial of renewal or reinstatement of certification and registration. All Registered Technologists and Candidates are required to comply with these Administrative Procedures. All Registered Technologists and Candidates are expected to conduct themselves in a professional and respectful manner in their interactions with the ARRT Board of Trustees, Ethics Committee and/or staff. Failure to cooperate with the Ethics Committee or the Board of Trustees may be considered by the Ethics Committee and by the Board of Trustees according to the same procedures and with the same sanctions as failure to observe the Rules of Ethics.

### 1. Ethics Committee

#### (a) Membership and Responsibilities of the Ethics Committee

The President, with the approval of the Board of Trustees, appoints three Trustees to serve as members of the Ethics Committee, each such person to serve on the Committee until removed and replaced by the President, with the approval of the Board of Trustees, at any time, with or without cause. The President, with the approval of the Board of Trustees, will also appoint a fourth, alternate member to the Committee. In the event that the full Committee is not available for a meeting, an alternate member may participate on the Committee. If an alternate member is not available, the remaining members of the Committee will hold the meeting and act irrespective of the composition of the Committee. The Ethics Committee is responsible for: (1) investigating and reviewing each alleged violation of the Rules of Ethics and determining whether a Registered Technologist or Candidate has failed to observe the Rules of Ethics and determining an appropriate sanction; and (2) periodically assessing the Code of Ethics, Rules of Ethics, and Administrative Procedures and recommending any amendments to the Board of Trustees.

#### (b) The Chair of the Ethics Committee

The President, with the approval of the Board of Trustees, appoints one member of the Ethics Committee as the Committee's Chair to serve for a maximum term of two years as the principal administrative officer responsible for management of the promulgation, interpretation, and enforcement of the *Standards of Ethics*. In the event that the Chair is not available for a meeting, the Chair may appoint any remaining member to act as Chair. The President may remove and replace the Chair of the Committee, with the approval of the Board of Trustees, at any time, with or without cause. The Chair presides at and participates in meetings of the Ethics Committee and is responsible directly and exclusively to the Board of Trustees, using staff, legal counsel, and other resources necessary to fulfill the responsibilities of administering the *Standards of Ethics*.

### (c) Preliminary Screening of Potential Violations of the Rules of Ethics

The Chair of the Ethics Committee shall review each alleged violation of the Rules of Ethics that is brought to the attention of the Ethics Committee. If, in the sole discretion of the Chair: (1) there is insufficient information upon which to base a charge of a violation of the Rules of Ethics; or (2) the allegations against the Registered Technologist or Candidate are patently frivolous or inconsequential; or (3) the allegations, if true, would not constitute a violation of the Rules of Ethics, the Chair may summarily dismiss the matter. The Chair may be assisted by staff and/or legal counsel of ARRT. The Chair shall report each such summary dismissal to the Ethics Committee.

At the Chair's direction and upon request, the Chief Executive Officer of ARRT shall have the power to investigate allegations regarding the possible settlement of an alleged violation of the Rules of Ethics. The Chief Executive Officer may be assisted by staff members and/or legal counsel of ARRT. The Chief Executive Officer is not empowered to enter into a binding settlement, but rather may convey and/or recommend proposed settlements to the Ethics Committee. The Ethics Committee may accept the proposed settlement, make a counterproposal to the Certificate Holder or Candidate, or reject the proposed settlement and proceed under these Administrative Procedures.

## 2. Hearings

Whenever ARRT proposes to take action in respect to the denial of an application for certification and registration (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *ARRT Rules and Regulations*, in which case there is no right to a hearing) or of an application for renewal or reinstatement of certification and registration, or in connection with the revocation or suspension of certification and registration, or the censure of a Registered Technologist or Candidate for an alleged violation of the Rules of Ethics, it shall give written notice thereof to such person, specifying the reasons for such proposed action. A Registered Technologist or Candidate to whom such notice is given shall have 30 days from the date the notice of such proposed action is mailed to make a written request for a hearing. The written request for a hearing must be accompanied by a nonrefundable hearing fee in an amount to be determined by ARRT. In rare cases, the hearing fee may be waived, in whole or in part, at the sole discretion of ARRT.

Failure to make a written request for a hearing and to remit the hearing fee (unless the hearing fee is waived in writing by ARRT) within such period or submission of a properly executed Hearing Waiver form within such period shall constitute consent to the action taken by the Ethics Committee or the Board of Trustees pursuant to such notice. A Registered Technologist or Candidate who requests a hearing in the manner prescribed above shall advise the Ethics Committee of the intention to appear at the hearing. A Registered Technologist or Candidate who requests a hearing may elect to appear in person, via teleconference, videoconference, or by a written submission which shall be verified or acknowledged under oath.

A Registered Technologist or Candidate may waive the 30-day timeframe to request a hearing. To request a waiver of the 30-day timeframe, the Registered Technologist or Candidate must complete a Hearing Waiver form that is available on the ARRT website at [www.arrt.org](http://www.arrt.org). The Hearing Waiver form must be signed by the Registered Technologist or Candidate, notarized, and submitted to ARRT. The Chief Executive Officer of ARRT shall have the authority to receive, administer, and grant the Hearing Waiver form and may be assisted by staff members and/or legal counsel of ARRT. Any sanction proposed by the Ethics Committee would become effective on the date the hearing waiver is processed.

Failure to appear at the hearing in person or via teleconference, videoconference, or to supply a written submission in response to the charges shall be deemed a default on the merits and shall be deemed consent to whatever action or disciplinary measures that the Ethics Committee determines to take. Hearings shall be held at such date, time, and place as shall be designated by the Ethics Committee or the Chief Executive Officer. The Registered Technologist or Candidate shall be given at least 30 days' notice of the date, time, and place of the hearing. The hearing is conducted by Ethics Committee members other than any members of the Ethics Committee who believe for any reason that they would be unable to render an objective and unbiased decision. In the event of such disqualification, the President may appoint Trustees to serve on the Ethics Committee for the sole purpose of participating in the hearing and rendering a decision. At the hearing, ARRT shall present the charges against the Registered Technologist or Candidate in question, and the facts and evidence of ARRT in respect to the basis or bases for the proposed action or disciplinary measure. The Ethics Committee may be assisted by legal counsel. The Registered Technologist or Candidate in question, by legal counsel or other representative (at the sole expense of the Registered Technologist or Candidate in question), shall have up to 30 minutes to present testimony, and be heard in the Registered Technologist's or Candidate's own defense; to call witnesses; hear the testimony of and to cross-examine any witnesses appearing at such hearing; and to present such other evidence or testimony as the Ethics Committee shall deem appropriate to do substantial justice. Any information may be considered that is relevant or potentially relevant. The Ethics Committee will be afforded 15 minutes in addition to any unused time remaining from the Registered Technologist's or Candidate's time allotment, to ask questions and shall not be bound by any state or

federal rules of evidence. The Registered Technologist or Candidate in question shall have the right to make a closing statement before the close of the hearing. A transcript or an audio recording of the hearing testimony is made for in person, teleconference, and videoconference hearings only. Ethics Committee deliberations are not recorded.

In the case where ARRT proposes to take action in respect to the denial of an application for certification and registration (for reasons other than failure to meet the criteria as stated in Article II, Sections 2.03 and 2.04 of the *Rules and Regulations* of ARRT) or the denial of renewal or reinstatement of certification and registration, the Ethics Committee shall assess the evidence presented at the hearing, or continue the matter and request the Registered Technologist or Candidate provide additional evidentiary information prior to making its decision, and shall subsequently prepare written findings of fact and its determination as to whether grounds exist for the denial of an application for certification and registration or renewal or reinstatement of certification and registration, and shall promptly transmit the same to the Registered Technologist or Candidate in question and to the Board of Trustees at the next Board of Trustees meeting.

In the case of alleged violations of the Rules of Ethics by a Registered Technologist or Candidate, the Ethics Committee shall assess the evidence presented at the hearing, or continue the matter and request the Certificate Holder or Candidate provide additional evidentiary information prior to making its decision, and shall subsequently prepare written findings of fact and its determination as to whether there has been a violation of the Rules of Ethics and, if so, the appropriate sanction, and shall promptly transmit the same to the Registered Technologist or Candidate in question and to the Board of Trustees at the next Board of Trustees meeting.

Potential actions available to the Ethics Committee are set forth in Section 4 (Range of Actions). Unless a timely appeal from any findings of fact and determination by the Ethics Committee is taken to the Board of Trustees in accordance with Section 3 below (Appeals), the Ethics Committee's findings of fact and determination in any matter (including the specified sanction) shall be final and binding upon the Registered Technologist or Candidate in question.

### **3. Appeals**

Except as otherwise noted in these Administrative Procedures, the Registered Technologist or Candidate may appeal any decision of the Ethics Committee to the Board of Trustees by submitting a written request for an appeal within 30 days after the decision of the Ethics Committee is mailed. The written request for an appeal must be accompanied by a nonrefundable appeal fee in an amount to be determined by ARRT. In rare cases, the appeal fee may be waived, in whole or in part, at the sole discretion of ARRT.

Failure to make a written request for an appeal and to remit the appeal fee (unless the appeal fee is waived in writing by ARRT) within such period or submission of a properly executed Appeal Waiver form within such period shall constitute consent to the action taken by the Ethics Committee or Board of Trustees pursuant to such notice.

A Registered Technologist or Candidate may waive the 30-day timeframe to request an appeal. To request a waiver of the 30-day timeframe, the Registered Technologist or Candidate must complete an Appeal Waiver form that is available on the ARRT website at [www.arrt.org](http://www.arrt.org). The Appeal Waiver form must be signed by the Registered Technologist or Candidate, notarized, and submitted to ARRT. The Chief Executive Officer of ARRT shall have the authority to receive, administer, and grant the Appeal Waiver form and may be assisted by staff members and/or legal counsel of ARRT. Any sanction proposed by the Ethics Committee would become effective on the date the appeal waiver is processed.

In the event of an appeal, those Trustees who participated in the hearing of the Ethics Committee shall not participate in the appeal. The remaining members of the Board of Trustees, other than any members who believe for any reason that they would be unable to render an objective and unbiased decision, shall consider the decision of the Ethics Committee, the files and records of ARRT applicable to the case at issue, and any written appellate submission of the Registered Technologist or Candidate in question, and shall determine whether to affirm or to modify the decision of the Ethics Committee or to remand the matter to the Ethics Committee for further consideration. In making such determination to affirm or to modify, findings of fact made by the Ethics Committee shall be conclusive if supported by any evidence. The Board of Trustees may grant re-hearings, hear additional evidence, or request that ARRT or the Registered Technologist or Candidate in question provide additional information in such manner, on such issues, and within such time as it may prescribe.

All hearings and appeals provided for herein shall be private at all stages. It shall be considered an act of professional misconduct for any Registered Technologist or Candidate to make an unauthorized publication or revelation of the same, except to the Registered Technologist's or Candidate's attorney or other representative, immediate superior, or employer.



## **4. Range of Actions**

### **(a) No Action**

A determination of no action means that there is little or no evidence to substantiate that a violation even occurred. In a situation lacking even a preponderance of evidence, the complaint is determined to be unsubstantiated.

### **(b) Clear**

A determination that there was a violation of the Rules of Ethics but that no further action will be taken against a person's eligibility for certification and registration or for continued certification and registration. The determination of cleared/eligible can be made administratively by staff, by the Chair, or by the Committee depending on the nature of the violation and existing policies addressing authority for taking action. After a violation has been cleared, the applicant or registrant will not be required to report the violation in the future.

### **(c) Private Reprimands**

A private reprimand is a reprimand that is between the individual and ARRT and is not reported to the public. Private reprimands allow for continued certification and registration.

### **(d) Public Reprimands**

A public reprimand is a sanction that is published on ARRT's website for a period of one year. Public reprimands allow for continued certification and registration.

### **(e) Conditional**

Conditional status may be assigned administratively to Candidates and/or R.T.s in those cases where there are additional requirements that need to be met before the ethics file can be closed (e.g., conditions mandated by the court, regulatory authority and/or Ethics Committee). Conditional status is an administrative action and is not considered adverse.

### **(f) Suspensions**

Suspension is the temporary removal of an individual's certification and registration in all categories for up to one year.

### **(g) Summary Suspensions**

Summary suspension is an immediate suspension of an individual's certification and registration in all categories. If an alleged violation of the Rules of Ethics involves the occurrence, with respect to a Registered Technologist, of an event described in the Rules of Ethics, or any other event that the Ethics Committee determines would, if true, potentially pose harm to the health, safety, or well-being of any patient or the public, then, notwithstanding anything apparently or expressly to the contrary contained in these Administrative Procedures, the Ethics Committee may, without prior notice to the Registered Technologist and without a prior hearing, summarily suspend the certification and registration of the individual pending a final determination under these Administrative Procedures with respect to whether the alleged violation of the Rules of Ethics in fact occurred. Within five working days after the Ethics Committee summarily suspends the certification and registration of an individual in accordance with this provision, the Ethics Committee shall, by expedited delivery or certified mail, return receipt requested, give to the individual written notice that describes: (1) the summary suspension; (2) the reason or reasons for it; and (3) the right of the individual to request a hearing with respect to the summary suspension by written notice to the Ethics Committee, which written notice must be received by the Ethics Committee not later than 15 days after the date of the written notice of summary suspension by the Ethics Committee to the individual. If the individual requests a hearing in a timely manner with respect to the summary suspension, the hearing shall be held before the Ethics Committee or a panel comprised of no fewer than two members of the Ethics Committee as promptly as practicable, but in any event within 30 days after the Ethics Committee's receipt of the individual's request for the hearing, unless both the individual and the Ethics Committee agree to a postponement beyond the 30-day period. The Ethics Committee has the absolute discretion to deny any request for a postponement and to proceed to a hearing with or without the participation of the individual. The applicable provisions of Section 2 (Hearings) of these Administrative Procedures shall govern all hearings with respect to summary suspensions, except that neither a determination of the Ethics Committee, in the absence of a timely

request for a hearing by the affected individual, nor a determination by the Ethics Committee or a panel, following a timely requested hearing, is appealable to the Board of Trustees.

### **(h) Ineligible**

An individual may be determined ineligible to obtain or renew certification and registration or ineligible for reinstatement of certification and registration. The time frame may be time limited or permanent.

### **(i) Revocation**

Revocation removes the individual's certification and registration in all categories. The time frame may be time limited or permanent.

### **(j) Alternative Dispositions**

An Alternative Disposition ("AD") is a contract between an individual and the ARRT (as represented by the Ethics Committee) that allows for continued certification and registration in lieu of revocation, provided the individual performs certain requirements, including, but not limited to, providing documentation, attending counseling and/or submitting to random drug and/or alcohol screening. A Registered Technologist or Candidate who voluntarily enters into an Alternative Disposition Agreement agrees to waive all rights set forth in these Administrative Procedures.

### **(k) Deny Removal of a Sanction**

After a predetermined time, an individual may request removal of a sanction that had been previously imposed by the Committee. Sufficient compelling evidence must be provided to convince the Committee the sanction should be removed or modified. If evidence is not provided, the Committee may deny removal of the sanction. Situations that may result in denial of a sanction removal request include: additional violations of the Rules of Ethics after the sanction was imposed, failure to demonstrate that there has been adequate rehabilitation, and/or continued denial of responsibility.

### **(l) Civil or Criminal Penalties**

Conduct that violates ARRT's Rules of Ethics may also violate applicable state or federal law. In addition to the potential sanctions under the *Standards of Ethics*, ARRT may, without giving prior notice, pursue civil and/or criminal penalties.

## **5. Publication of Adverse Decisions**

Summary suspensions and final decisions (other than private reprimands and Alternative Dispositions) that are adverse to a Registered Technologist or Candidate will be communicated to the appropriate authorities of certification organizations and state licensing agencies and provided in response to written inquiries into an individual's certification and registration status. The ARRT shall also have the right to publish any final adverse decisions and summary suspensions and the reasons therefore. For purposes of this paragraph, a "final decision" means and includes: a determination of the Ethics Committee relating to an adverse decision if the affected individual did not request a hearing in a timely manner; a non-appealable decision of the Ethics Committee; an appealable decision of the Ethics Committee from which no timely appeal is taken; and, the decision of the Board of Trustees in a case involving an appeal of an appealable decision of the Ethics Committee.

## **6. Procedure to Request Removal of a Sanction**

A sanction imposed by ARRT, including a sanction specified in a Settlement Agreement, specifically provides a sanction time frame and it shall be presumed that a sanction may only be reconsidered after the time frame has elapsed. At any point after a sanction first becomes eligible for reconsideration, the individual may submit a written request ("Request") to ARRT asking the Ethics Committee to remove the sanction. The Request must be accompanied by a nonrefundable fee in an amount to be determined by ARRT. A Request that is not accompanied by the fee will be returned to the individual and will not be considered. In rare cases, the fee may be waived, in whole or in part, at the sole discretion of ARRT. The individual is not entitled to make a personal appearance before the Ethics Committee in connection with a Request to remove a sanction or to modify a Settlement Agreement.

Although there is no required format, Requests for both sanction removal and Settlement Agreement modification must include compelling reasons justifying the removal of the sanction or modification of the Settlement Agreement. It is recommended that the individual demonstrate at least the following: (1) an understanding of the reasons for the sanction; (2) an understanding of why the action

leading to the sanction was felt to warrant the sanction imposed; and (3) detailed information demonstrating that the individual's behavior has improved and similar activities will not be repeated. Letters of recommendation from individuals, who are knowledgeable about the person's sanction imposed; and current character and behavior, including efforts at rehabilitation, are advised. If a letter of recommendation is not on original letterhead or is not duly notarized, the Ethics Committee shall have the discretion to ignore that letter of recommendation.

Removal of the sanction is a prerequisite to apply for certification and registration. If, at the sole discretion of the Ethics Committee, the sanction is removed, the individual will be allowed to pursue certification and registration via the policies and procedures in place at that time as stated in Section 6.05 of the *ARRT Rules and Regulations*.

If the Ethics Committee denies a Request for removal of the sanction or modification of a Settlement Agreement, the decision is not subject to a hearing or to an appeal, and the Committee will not reconsider removal of the sanction or modification of the Settlement Agreement for as long as is directed by the Committee.

## **7. Amendments to the Standards of Ethics**

The ARRT reserves the right to amend the *Standards of Ethics* following the procedures under Article XII, Section 12.02 of the *ARRT Rules and Regulations*.

**Community College of Philadelphia**  
**Diagnostic Medical Imaging Program**  
*Application Checklist*

Thank you for your interest in the Diagnostic Medical Imaging program at the Community College of Philadelphia. The DMI program has a limited number of seats available each year. Therefore, the admissions process is selective and competitive. Please use this checklist as a guide for submitting your application.

- 1. Thoroughly review the College catalog page for the DMI Program:  
<https://www.ccp.edu/college-catalog/degree-programs/associate-applied-science-aas/diagnostic-medical-imaging>
  
- 2. Thoroughly review the Intake Process page for the DMI Program:  
<https://www.ccp.edu/degree-programs/diagnostic-medical-imaging/dmi-intake-process>
  
- 3. Thoroughly review the DMI Program Applicant Guide, which is located on the Intake Process page.
  
- 4. Meet the following **minimum requirements** before applying:
  - High School diploma or GED documentation
  - High School Biology or its equivalent (BIOL 106) with grade “C” or better in the past 10 years
  - Demonstration of readiness for ENGL 101 and FNMT 118 as determined by the College’s placement tests, or by successfully completing developmental coursework
  - Minimum grade point average of 2.50
  - Be at least 18 years of age by the start of the Diagnostic Medical Imaging clinical experience (Fall semester).

**Community College of Philadelphia**  
**Diagnostic Medical Imaging Program**  
*Application Checklist*

5. Respond with an answer of “No” to the following ARRT ethics-related questions:
- a. Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)
    - Charges or convictions—including those that were stayed, withheld or deferred, set aside, or suspended
    - Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
    - Court conditions applied to your charge—including court supervision, probation, or pretrial diversion
    - Traffic violations charged as misdemeanors or felonies
    - Traffic violations that involved drugs or alcohol
  - b. Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?
    - Denied, revoked, or suspended your professional license, permit, registration, or certification?
    - Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?
    - Allowed voluntary surrender of your professional license, permit, registration, or certification?
    - Subjected you to any conditions or disciplinary actions?
  - c. Have you ever been suspended, dismissed, or expelled from an educational program you attended to meet ARRT certification and registration requirements?
6. Complete the ARRT Ethics Review Preapplication if you answered “Yes” to any of the ARRT ethics-related questions.  
<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>
7. Complete, sign, and submit the program application form by following all instructions provided. **Priority deadline is January 1<sup>st</sup>**. This includes the following:
- Answer the ARRT ethics questions on the critical incident report request form
  - Attach the results of an ARRT ethics review preapplication (if applicable)
  - Attach official copies of supporting documents (e.g., official transcripts)
  - Attach a letter of intent
  - Attach a resume
  - Attach two completed DMI recommendation forms
8. Take the Kaplan pre-admission exam. After submitting your application, check your MyCCP email for information regarding the Kaplan exam. Applicants are not scheduled for the Kaplan pre-admission test until an application is received and minimum requirements are met. **Priority deadline for completion is January 31<sup>st</sup>**.



## INSTRUCTIONS

Do you think you might have to disclose an ethics violation? If so, the Ethics Review Preapplication lets you do so in advance—instead of on your Application for Certification and Registration.

### WHEN NOT TO USE THIS FORM

*Don't use this form if any of the following apply to you:*

- You're within eight months of graduation from an ARRT-recognized educational program and meeting the ARRT degree requirement. (If this describes you, submit the information identified in this packet with your Application for Certification and Registration instead. The link to create an online account, so you may apply online, is available from your program director.)
- You answer no to all three questions in the section below.
- You're already certified and registered.

### WHEN TO USE THIS FORM

*Use this form if both of the following apply to you:*

- You aren't enrolled in an ARRT-recognized educational program, or you're at least eight months away from graduation in such a program or meeting the ARRT degree requirement.
- You answer yes to one or more of the following questions:

**(1) Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial.)**

Answer "Yes" if you have:

- Charges or convictions—including those that were stayed, withheld or deferred, set aside, or suspended
- Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)
- Court conditions applied to your charge—including court supervision, probation, or pretrial diversion
- Traffic violations charged as misdemeanors or felonies
- Traffic violations that involved drugs or alcohol

Answer "No" if you have no offenses. Also answer "No" if you have:

- Offenses and convictions that occurred before you turned 18 and that were processed in juvenile court
- Speeding and parking tickets that weren't charged as misdemeanors or felonies and that didn't involve drugs or alcohol (if you have any traffic violation that involved drugs and/or alcohol, you must answer "Yes")
- Charges that were dismissed with no court conditions required (if conditions were required, you must answer "Yes")
- Court records that were sealed or expunged (if you don't have court documents that prove your case was sealed or expunged, you must answer "Yes")
- Offenses you've already reported to ARRT and about which ARRT has sent you communication



**(2) Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?**

- Denied, revoked, or suspended your professional license, permit, registration, or certification?
- Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?
- Allowed voluntary surrender of your professional license, permit, registration, or certification?
- Subjected you to any conditions or disciplinary actions?

Answer “Yes” if one or more of these apply to you and the organization imposing the action **wasn’t** ARRT.

Answer “No”:

- If you have no offenses
- If your only offense is ARRT Continuing Education (CE) probation
- For offenses previously reported to ARRT and for which ARRT has sent you communication

**(3) Have you ever voluntarily withdrawn—or been suspended, dismissed, or expelled—from an educational program you attended to meet ARRT certification and registration requirements?**

Answer “No” for offenses previously reported to ARRT and for which ARRT has sent you communication.

Whether you answer “Yes” or “No” to this question, you must read and sign the “Written Consent Under FERPA” in this preapplication.

For additional guidance, visit [arrt.org](http://arrt.org) and search for the Ethics Review Checklist for Honor Code Violations, or call us at 651.687.0048, and select the option for Ethics Requirements.

### **SUBMIT THE FOLLOWING DOCUMENTATION WITH THIS FORM**

*If any of the documents you’re submitting don’t match the name on your Ethics Review Preapplication, submit evidence of the name change (e.g., copy of court order, marriage certificate, or passport showing name change).*

**For Criminal Violations (Question 1):**

- Explanation of the events that led to each charge or conviction.
- Copies (not originals) of official court documents\* to confirm each of the following:
  - Nature of charges filed (misdemeanor, felony, or military court-martial)
  - Date on and jurisdiction in which the charges were filed
  - Final judgment, if applicable (guilty, Alford plea, nolo contendere [no contest], withheld or deferred adjudication, suspended or stayed sentence, set aside, or pretrial diversion)
  - Sentencing requirements (parole, probation, fines)
  - Status of the conditions of the court (e.g., completed, case closed, dismissed)

*\*You usually can obtain such documents by request at the courthouse in the jurisdiction in which the charge or conviction occurred. If you’re unable to obtain documentation from the court, ARRT will accept a written statement from you indicating the probation was satisfactorily completed. This statement must be notarized.*

- If you’re on probation or parole, send a current update from your probation or parole officer, including the estimated date that your probation or parole will end. Your probation or parole officer must print or type the update on official stationery; include the telephone number of the probation or parole office; and mail it directly from the probation or parole office to ARRT at 1255 Northland Drive, St. Paul, MN 55120-1155.



## ETHICS REVIEW PREAPPLICATION

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- If you've completed the requirements of the court, including probation or parole, we need proof that you've done so. Send us a copy of the official court release documents or the release letter on official court stationery.
- Documentation of your completion of any court-ordered remedial programs and community service (if applicable).
- Written status of any counseling or treatment (if applicable), and/or documentation of completion, required as a result of your charge or conviction.
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

### **For Regulatory Authority or Certification Board Violations (Question 2):**

- Provide your explanation of the events that led to the violation.
- Submit a copy of official documentation of any agreement or disciplinary action another state or federal regulatory authority or certification board has taken.
- Provide a copy of your state license (if applicable).
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

### **For Honor Code Violations (Question 3):**

- Provide your explanation of the events that led to the voluntary withdrawal, suspension, dismissal, or expulsion.
- Send a copy of all correspondence between you and your educational program regarding the incident and any disciplinary action taken.
- Letters of recommendation (e.g., from employers, instructors, court officials, and the like) are optional.

## **IMPORTANT NOTES AND ACKNOWLEDGEMENTS**

- (1) The Ethics Review applies only to violations specified in the Ethics Review Preapplication. It doesn't apply to any violations you don't report or to violations that occur after you submit the Ethics Review Preapplication.
- (2) Submitting the Ethics Review Preapplication doesn't take the place of completing any other ARRT eligibility and application requirements. You still must submit an Application for Certification and Registration and the associated fee.

## **CHECKLIST**

Before submitting this preapplication, please complete the following steps:

- Fill out the Ethics Review Preapplication form on the next page.
- Sign the agreement—found at the end of this document.
- Enclose all required documentation (see previous pages).
- Enclose the nonrefundable \$100 Ethics Review fee, payable to ARRT by personal check or money order.
- Send items noted above, and completed preapplication form to:  
ARRT, 1255 Northland Dr., St. Paul, MN 55120.

**If you submit an incomplete Ethics Review Preapplication, or you don't include all required documentation, we will return it.**





# ETHICS REVIEW PREAPPLICATION

**NOTE: If you are within eight months of your graduation, do not use this form.**

**Read the instructions carefully. Incomplete forms and submissions without appropriate documentation will be returned.**

Name on application must be legal name and match name on two IDs presented at test center. See handbook for details.

Last Name

First Name

Middle Name or Initial

Street Address 1

Street Address 2

City  State/Prov  Zip/PC

Birthdate and social security number must be provided for purposes of positive identification.

Birthdate     -  -     or  Gender     
MM DD YYYY U.S. Social Security Number (US citizens only) No SSN (Not a US Citizen) M F X (Choose X as a gender-neutral alternative)

**Have you applied for or are you currently enrolled in a professional educational program for medical imaging or radiation therapy? If you are within eight months of your graduation, do not use this.**

No  Yes  If "yes," what is the date you expect to complete your educational requirements      
(Includes the professional component and the degree requirement) MM DD YYYY

**Have you previously submitted an Ethics Review Preapplication or an ARRT Application for Certification and Registration?**

No  Yes  If "yes," provide your ARRT number and any previous names. ARRT ID Number      
Previous Name

## WRITTEN CONSENT UNDER FERPA

By signing the Written Consent Under FERPA, you'll:

- Agree to Written Consent under the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g ("FERPA"), which allows ARRT to:
  - Communicate freely and openly with your Educational Program Director
  - Obtain specific parts of your education records in order to verify whether you have ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification and registration requirements
- Waive, in part, the confidentiality of your education records under "FERPA"
- Consent to the release of any and all education records relating to your suspension, dismissal, or expulsion to ARRT for purposes of its review of your application for certification and registration by ARRT.
- Agree to promptly execute any additional written consents under "FERPA" if your educational program has a different requirement

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Review and Sign the Ethics Review Preapplication Agreement on the Next Page**



## ETHICS REVIEW PREAPPLICATION AGREEMENT

I hereby request ARRT to review my records as they relate to the requirements for ARRT certification and registration as described in the *ARRT Rules and Regulations* and to the requirements of my compliance with federal and state laws in accordance with the *ARRT Standards of Ethics*. I understand that a full and complete copy of the *ARRT Rules and Regulations* and *ARRT Standards of Ethics* will be provided to me upon my request and can also be found on the ARRT website at arrt.org.

By signing this document and filing it with ARRT, I understand that ARRT may confirm the information contained in the Ethics Review Preapplication and may also request information related to my education, training, employment, and personal history including, but not limited to, a criminal background check. I hereby certify that the information given in this Ethics Review Preapplication is true, correct, and complete, and that I have read and accept the terms and conditions, and agree to be legally bound by and to abide by all the terms and conditions set forth in this Ethics Review Preapplication agreement and ARRT's *Rules and Regulations* and *Standards of Ethics*.

I understand and agree that information submitted through this Ethics Review Preapplication may be used to initiate disciplinary action under ARRT's *Rules and Regulations* and *Standards of Ethics* and that such action may result in an ARRT sanction.

I understand and agree that any misrepresentation in this Ethics Review Preapplication or in any other document or other information I submit to ARRT (including the verification of my identity when I submit this Ethics Review Preapplication), or any offer of financial benefit to an ARRT Trustee, committee member, employee, or other agent or representative of the ARRT in order to obtain a right, privilege, or benefit not usually granted by the ARRT to similarly situated individuals, is grounds for ARRT to bar me permanently from certification and registration, and that ARRT's decision on any such matter is final.

I hereby waive and release, shall indemnify and hold harmless, ARRT and persons in their capacities as ARRT Trustees, committee members, employees, and agents from, against, and with respect to any and all claims, losses, costs, expenses, damages, and judgments (including reasonable attorneys' fees) that arise or are alleged to have arisen from, out of, with respect to, or in connection with any action which they or any of them take or fail to take as a result of or in connection with this Ethics Review Preapplication, and ARRT's notification of legitimately interested persons of such actions taken by ARRT. I understand and agree that in the event of my breach of or default in any provisions of this Ethics Review Preapplication agreement in any respect whatsoever, ARRT shall have the absolute right, in its sole discretion, to deny my eligibility for certification and registration.

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Signature of Applicant

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Date

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**Community College of Philadelphia**  
**Diagnostic Medical Imaging Program**  
*Applicant Recommendation Form*

The Diagnostic Medical Imaging Program at the Community College of Philadelphia requires two (2) recommendations for applicants applying for admission. **Recommendations should be requested from individuals who are familiar with the applicant's professional and/or academic background, including employers, co-workers, community service supervisors, school counselors and/or instructors. Personal references (e.g., friends, family members) are not acceptable.** Recommenders should be able to comment on the applicant's qualifications for an educational program in Radiography.

**To the Applicant:** Please complete all fields on page 1. Incomplete forms will not be accepted. Submit both pages of this form with your application. Though not required, you may attach any additional information provided by the recommender (e.g., letter of recommendation).

**Applicant Name:** \_\_\_\_\_ **CCP J#** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Recommender Type (please check one):**       Professional       Academic

**Recommender Name:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Community College of Philadelphia**  
**Diagnostic Medical Imaging Program**  
*Applicant Recommendation Form*

**To the Academic/Professional Reference:** The DMI Program would appreciate a frank judgement from you concerning the applicant’s qualifications for an educational program in Radiography. Please apply the rating scale listed below. Though not required, you may attach any additional information that you wish to provide about the applicant (e.g., letter of recommendation).

**Please apply the rating scale listed below to evaluate the applicant’s ability to function in a Radiography program.**

- 1 Low**, would not function in a Radiography program.
- 2 Below Average**, doubtful Radiography student ability.
- 3 Average**, may be able to function as a Radiography student, but may need special help.
- 4 Above Average**, could function as a Radiography student if they applied themselves.
- 5 Excellent**, no question as to ability.
- N/A Not Applicable** if you do not have information to make a judgement.

	<b>Low</b>		<b>Average</b>		<b>Excellent</b>	
<i>Circle ONE rating for each of the following:</i>						
1. Interpersonal skills	1	2	3	4	5	N/A
2. Oral and written communication skills	1	2	3	4	5	N/A
3. Ability to benefit from criticism	1	2	3	4	5	N/A
4. Dependability and responsibility	1	2	3	4	5	N/A
5. Intellectual ability	1	2	3	4	5	N/A
6. Motivation and initiative	1	2	3	4	5	N/A
7. Maturity and stability	1	2	3	4	5	N/A
8. Aspiration to help others	1	2	3	4	5	N/A
9. Clarity of goals for Radiography study	1	2	3	4	5	N/A
10. Overall potential for Radiography study	1	2	3	4	5	N/A

**Recommender Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recommender Name (Please Print):** \_\_\_\_\_



## Applicant Admission Evaluation Form

Applicant Name: \_\_\_\_\_ J#: \_\_\_\_\_

**I. Cumulative Grade Point Average (Most Recent Transcript) Points Received \_\_\_\_\_**

Points	1	1.5	2	2.5	3	3.5	4
GPA _____	2.50- 2.75	2.76- 2.99	3.00- 3.25	3.26- 3.49	3.50- 3.75	3.76- 3.99	4.00

**II. DMI General Education Course Requirements (8 Total) Points Received \_\_\_\_\_**

Points	0	1	1.5	2	2.5	3	3.5	4
# Completed _____	0	1-2	3	4	5	6	7	8

**III. Strength of Science Curriculum (A & P Final Grades) Points Received \_\_\_\_\_**

Points	0	1	2	3	4
A & P I _____	Attempted with W or Incomplete	Attempted with final grade D or F	Completed with final grade C	Completed with final grade B	Completed with final grade A
A & P II _____					
Average Score: _____					

**IV. Kaplan Pre-Admission Exam (Composite Score) Points Received \_\_\_\_\_**

Points	1	1.5	2	2.5	3	3.5	4
Score _____	64-69	70-74	75-79	80-84	85-89	90-94	95-100

**Total Points Received (16 Maximum) \_\_\_\_\_**

Interview with Program Director	Ineligible	Incomplete/ Unacceptable	Complete/ Acceptable
	Low admission evaluation score in relation to applicant pool	Failed to respond to program communications and/or failed to report to scheduled interview	Responded to program communications and reported to scheduled interview
Check One			

### Sample Course Schedules

<b>Late Summer Term (Year 1) July – August</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
DMI 101 – ONLAO (Online Asynchronous with On Campus) This course is taught mostly online. You must meet the due dates for your online coursework. The course also includes one or more days when you must attend campus.				

<b>Fall Semester (Year 1) September – December</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>DMI 105</b> 9:15 a.m. – 11:15 a.m.	<b>DMI 196<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 119</b> 9:15 a.m. – 11:15 a.m.	<b>DMI 196<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 105</b> 9:15 a.m. – 11:15 a.m.
<b>DMI 131</b> 11:30 a.m. – 1:30 p.m.		<b>DMI 181</b> 11:30 a.m. – 1:30 p.m.		<b>DMI 131</b> 11:30 a.m. – 1:30 p.m.
<b>DMI 131 lab<sup>1</sup> section 002</b> 2:00 p.m. – 4:00 p.m.		<b>DMI 131 lab<sup>1</sup> section 003</b> 2:00 p.m. – 4:00 p.m.		<b>DMI 131 lab<sup>1</sup> section 004</b> 2:00 p.m. – 4:00 p.m.
<b>DMI 131 lab section 002</b> Clinical Objective Evaluations (simulations) <sup>2</sup> 4:00 p.m. – 7:00 p.m.		<b>DMI 131 lab section 003</b> Clinical Objective Evaluations (simulations) <sup>2</sup> 4:00 p.m. – 7:00 p.m.		<b>DMI 131 lab section 004</b> Clinical Objective Evaluations (simulations) <sup>2</sup> 4:00 p.m. – 7:00 p.m.

<sup>1</sup>Students only register for ONE lab section linked to the DMI 131, 132, 231, and 232 courses and only attend their scheduled lab section.

<sup>2</sup>Students will sign up for a COE (simulation) time slot on their scheduled lab day. Simulations begin at the conclusion of lab. Allotted times depend on the procedure being assessed and range from 10-20 minutes.

<sup>3</sup>Clinical rotations will not exceed 8 hours per day. Start times vary based on staffing and supervision requirements. Most clinical rotations are scheduled from 8 a.m. – 4 p.m. or 8:30 a.m. – 4:30 p.m. They will never start earlier than 7 a.m. or end later than 5 p.m.

### Sample Course Schedules

<b>Spring Semester (Year 1) January – April</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>DMI 106</b> 9:15 a.m. – 11:15 a.m.  <b>DMI 132</b> 11:30 a.m. – 1:30 p.m.  <b>DMI 132 lab<sup>1</sup> section 002</b> 2:00 p.m. – 4:00 p.m.  <b>DMI 132 lab section 002</b> Clinical Objective Evaluations (simulations) <sup>2</sup> 4:00 p.m. – 7:00 p.m.	<b>DMI 197<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 132</b> 9:15 a.m. – 11:15 a.m.  <b>DMI 182</b> 11:30 a.m. – 1:30 p.m.  <b>DMI 132 lab<sup>1</sup> section 003</b> 2:00 p.m. – 4:00 p.m.  <b>DMI 132 lab section 003</b> Clinical Objective Evaluations (simulations) <sup>2</sup> 4:00 p.m. – 7:00 p.m.	<b>DMI 197<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 120</b> 9:15 a.m. – 11:15 a.m.  <b>DMI 132 lab<sup>1</sup> section 004</b> 11:30 a.m. – 1:30 p.m.  <b>DMI 132 lab section 004</b> Clinical Objective Evaluations (simulations) <sup>2</sup> 2:00 p.m. – 5:00 p.m.

<b>Early Summer Term (Year 1) May – June</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>DMI 198<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 198<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 198<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 198<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	College Closed/No Classes

<sup>1</sup>Students only register for ONE lab section linked to the DMI 131, 132, 231, and 232 courses and only attend their scheduled lab section.

<sup>2</sup>Students will sign up for a COE (simulation) time slot on their scheduled lab day. Simulations begin at the conclusion of lab. Allotted times depend on the procedure being assessed and range from 10-20 minutes.

<sup>3</sup>Clinical rotations will not exceed 8 hours per day. Start times vary based on staffing and supervision requirements. Most clinical rotations are scheduled from 8 a.m. – 4 p.m. or 8:30 a.m. – 4:30 p.m. They will never start earlier than 7 a.m. or end later than 5 p.m.

**Sample Course Schedules**

<b>Late Summer Term (Year 2) July – August</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>DMI 199<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 199<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 199<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 199<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	College Closed/No Classes

<b>Fall Semester (Year 2) September – December</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>DMI 297<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 221</b> 9:15 a.m. – 11:15 a.m.  <b>DMI 231</b> 11:30 a.m. – 1:30 p.m.  <b>DMI 231 lab<sup>1</sup> section 002</b> 2:00 p.m. – 4:00 p.m.  <b>DMI 231 lab section 002</b> Clinical Objective Evaluations (simulations) <sup>2</sup> 4:00 p.m. – 7:00 p.m.	<b>DMI 297<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 221</b> 9:15 a.m. – 11:15 a.m.  <b>DMI 261</b> 11:30 a.m. – 1:30 p.m.  <b>DMI 231 lab<sup>1</sup> section 003</b> 2:00 p.m. – 4:00 p.m.  <b>DMI 231 lab section 003</b> Clinical Objective Evaluations (simulations) <sup>2</sup> 4:00 p.m. – 7:00 p.m.	<b>DMI 297<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.

<sup>1</sup>Students only register for ONE lab section linked to the DMI 131, 132, 231, and 232 courses and only attend their scheduled lab section.

<sup>2</sup>Students will sign up for a COE (simulation) time slot on their scheduled lab day. Simulations begin at the conclusion of lab. Allotted times depend on the procedure being assessed and range from 10-20 minutes.

<sup>3</sup>Clinical rotations will not exceed 8 hours per day. Start times vary based on staffing and supervision requirements. Most clinical rotations are scheduled from 8 a.m. – 4 p.m. or 8:30 a.m. – 4:30 p.m. They will never start earlier than 7 a.m. or end later than 5 p.m.





### Sample Course Schedules

Spring Semester (Year 2) January – April				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>DMI 298<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 232</b> 9:30 a.m. – 11:30 a.m.  <b>DMI 232 lab<sup>1</sup></b> <b>section 002</b> 12:00 p.m. – 3:00 p.m.	<b>DMI 298<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 222</b> 9:30 a.m. – 11:30 a.m.  <b>DMI 232 lab<sup>1</sup></b> <b>section 003</b> 12:00 p.m. – 3:00 p.m.	<b>DMI 298<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.

Early Summer Term (Year 2) May – June				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>DMI 299<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 299<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 299<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	<b>DMI 299<sup>3</sup></b> 7:00 a.m. – 5:00 p.m.	College Closed/No Classes

#### DISCLAIMER

The sample schedules provided are for DMI courses only and subject to change. They do not include general education courses. Students who need to complete any of the general education degree requirements while enrolled in the program must register for course offerings that do not conflict with the DMI class, lab and clinical schedules (e.g., evenings, weekends, online).

<sup>1</sup>Students only register for ONE lab section linked to the DMI 131, 132, 231, and 232 courses and only attend their scheduled lab section.

<sup>2</sup>Students will sign up for a COE (simulation) time slot on their scheduled lab day. Simulations begin at the conclusion of lab. Allotted times depend on the procedure being assessed and range from 10-20 minutes.

<sup>3</sup>Clinical rotations will not exceed 8 hours per day. Start times vary based on staffing and supervision requirements. Most clinical rotations are scheduled from 8 a.m. – 4 p.m. or 8:30 a.m. – 4:30 p.m. They will never start earlier than 7 a.m. or end later than 5 p.m.



### Program Expenses

#### Tuition & Fees

<https://www.ccp.edu/paying-college/tuition-and-fees>

	<u>DMI Only</u> <b>(47 credits)</b>	<u>DMI &amp; Gen Ed</u> <b>(73 credits)</b>
Philadelphia Resident	\$10,941	\$15,959
PA Resident	\$18,884	\$28,296
Non-PA Resident	\$26,827	\$40,633

#### Clinical Clearances/Requirements

Health Insurance Coverage	Variable
Physical Exam	Variable
Lab Titers/Immunizations	Variable
Basic Life Support (BLS) for Healthcare Providers	\$60-\$200 (Certification & Renewal)

#### DMI Textbooks

	<u>New</u>	<u>Used</u>
Year 1	\$1,130	\$850
Year 2	\$125	\$90

#### DMI Uniforms

Tops (4 total)	\$170
Bottoms (4 total)	\$125
Jackets (4 total)	\$220
Clogs/Sneakers (2 pair)	\$250

#### Radiographic Lead Markers

(2) R & L Sets with 2-3 Initials	\$50-70
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#### ARRT Registry Examination

Radiography Exam Application Fee	\$225
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**\*The above numbers are estimates as tuition and fees are subject to change at any time.**

Although the tuition for Philadelphia residents is relatively low, students need to plan ahead and anticipate all costs for the period of enrollment. The **basic budget for one semester** at the College should include, in addition to the appropriate tuition and fees, the following estimates:

<b>Books (General Education Courses) and Supplies</b>	\$1,200
<b>Transportation (Gas, Public Transit, Parking)</b>	\$1,500
<b>Meals</b>	\$1,300