

Radiologic Technology
Advisement Packet & Application for Admission
Application Deadline: March 23, 2021

Campus: Muskogee

Students enrolled in this career major will experience challenging coursework with clinical instruction in a variety of clinical areas. Students will be taught to utilize advanced radiographic imaging and diagnostic techniques. The curriculum guides the student to utilize critical thinking skills to promote quality patient care while performing radiographic procedures effectively and safely.

A minimum of an associate degree is required to sit for certification upon completion of the Radiologic Technology Program. For admission, applicants must have a minimum of associate degree, or present an *official* degree plan indicating a maximum of 12 hours remaining requirements for completion of the degree and evidence of ability to complete the degree by the end of the fall semester prior to completion of the Rad Tech program. Students who have met degree requirements and have completed the two-year technical course at ICTC, will be granted a certificate from ICTC, and will then be eligible to apply to take the American Registry of Radiographic Technologists certification exam which allows employability as Certified Radiologic Technologists.

If a minimum of associate degree is not completed at the time of admission, students are obligated to complete all remaining course work required for the degree while also enrolled in the technical courses at ICTC. Confirmation of progress toward a degree will be required.

Classroom hours are Monday through Friday, 8:00 a.m. - 3:00 p.m. Clinical hours are generally 7:30 a.m. – 3:30 as well as a required 2-week evening rotation. The technical training program is approximately two years in length. Classes begin in July.

The instructional format of the career major is lecture with hands-on / interactive activities, laboratory and clinical activities. Students may be assigned to and be required to travel to clinical sites located in several counties in Northeast Oklahoma throughout the two-year technical training experience. Please note that instructional format could change to online learning and clinical assignments altered due to COVID-19 circumstances.

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**The Radiology Technology Program at ICTC is accredited by the
Joint Review Committee on Education in Radiologic Technology (JRCERT).**

*For information regarding accreditation standards or concerns regarding such standards contact program officials at ICTC
or JRCERT:*

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

E-mail: mail@jrcert.org

www.jrcert.org

(312) 704-5300

ICTC reserves the right to close, extend, or re-open the announced application period without prior notification. Should the application period be extended prior to the stated deadline no preference will be given to those who met the original application deadline.

Application to any ICTC Health Career program does not guarantee admission or time period for admission.

Incomplete applications may not be considered for admission.

NON DISCRIMINATION STATEMENT

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

General Information

Admission Requirements and Selection

ADMISSION REQUIREMENTS

- Completed Application
- High School diploma or GED
- Minimum college GPA 2.5 (cumulative)
- Completion of college-level math (no zero level courses) with “C” or higher
- Evidence of minimum of Associate degree, or **official degree plan (signed by advisor)** with documentation of 12 credit hours or less required for degree. *All remaining coursework for degree must be completed by the end of the Fall semester preceding completion of technical courses.*
- If currently enrolled, must provide documentation of enrollment. Points will only be awarded for current enrollment in applicable courses if current grades are signed by instructor and submitted with application.

SELECTION

Admission priority will be applied in the following manner:*

Priority 1	GPA 3.5 – 4.0 AND Has associate degree (or higher) or lacks 3 hours or less for completion of degree
Priority 2	GPA 3.0 – 3.49 AND Has associate degree (or higher) or lacks 3 hours or less for completion of degree
Priority 3	GPA 3.5 – 4.0 AND Level 1: lacks 4-9 hours for completion of degree Level 2: lacks 10-12 hours for completion of degree
Priority 4	GPA 3.0 – 3.49 AND Level 1: lacks 4-9 hours for completion of degree Level 2: lacks 10-12 hours for completion of degree
Priority 5	GPA 2.75 – 2.99 AND Level 1: has associate degree Level 2: lacks 3 hours or less for completion of degree Level 3: lacks 4-9 hours for completion of degree Level 4: lacks 10-12 hours for completion of degree
Priority 6	GPA 2.5 – 2.74 AND Level 1: has associate degree Level 2: lacks 3 hours or less for completion of degree Level 3: lacks 4-9 hours for completion of degree Level 4: lacks 10-12 hours for completion of degree

*Within priority levels, hours needed for degree are at time Rad Tech classes begin

Applicants meeting the admission requirements will be scored according to the "Priority Point System" and ranked within each priority area and level (as applicable) according to the number of points earned. Highest ranking applicants will then be selected for interviews. ICTC will determine the number of applicants interviewed. A minimum of score of 10 on the interview is required for admission.

Following interviews, each applicant's interview points will be added to their "Priority Points". Selection for admission will be based on priority areas and applicant's total scores. Applicants will be notified of admission status by letter.

Continued enrollment is contingent upon a satisfactory background check and sex offender registry check, required drug screening, and subsequent clinical placement.

Classes begin in July. Attendance at orientation session is required. Failure to attend could jeopardize admission. (tentative date: June 15-16, 2021)

<p style="text-align: center;">Cost</p>	<p>Cost of the program is approximately \$9,300.00 (in-district)</p> <ul style="list-style-type: none"> ▪ All students will be required to submit an estimated deposit of \$150 in early May to hold their position in the program and complete the background check. Unless confirmation of financial aid is presented, an initial payment of up to \$1,500.00 will be required prior to the first day of class. Students who have secured funding from any entity should contact the bursar's office to ensure ability to waive the initial payment ▪ A specific payment schedule will be required if not paid in full at admission ▪ Books, supplies, etc. are included in the cost of the program, but may not be issued for portions of the program until payment is received ▪ Final grades, transcripts, and verification of program completion will not be released if a balance remains ▪ The FAFSA should be completed as soon as possible after October 1 <p><i>*Fees & costs are subject to change. Initial payment dependent on items purchased & amount of financial aid awarded.</i></p>
<p style="text-align: center;">Other Requirements</p>	<p>For those applicants admitted, additional requirements will include the items listed below. Detailed information will be provided with admission letters or at orientation; items are not required with application.</p> <ul style="list-style-type: none"> ▪ Documentation of requirement immunizations ▪ Physical exam and health history ▪ Background check ▪ Drug screening ▪ Laptop computer or tablet (Chromebook not compatible) provided by student and must have Internet connection at home <p>Background checks and drug screens are required for all students admitted to the program and are coordinated by ICTC. Results of background checks could affect a student's ability to be licensed. In addition, hospitals and other clinical facilities used for training may require background checks and drug screening prior to allowing students to begin clinical rotations. All clinical facilities have the right to deny clinical access to any student, resulting in potential inability to meet program objectives.</p> <p>Opportunities for advanced credit for Medical Terminology and Anatomy and Physiology are available. Official college transcripts are required for consideration.</p> <p>Purchase of scrubs, shoes and other items will be required if admitted. Detailed information will be provided at orientation.</p>
<p style="text-align: center;">Other Information</p>	<p>ICTC is not obligated to admit applicants who do not meet the criteria for admission or score below 10 on the interview. If positions remain open after all applicants meeting the criteria for admission have been accommodated, ICTC reserves the right to re-open the application period without advanced notice, and/or admit applicants who do not fully meet admission criteria or score below 10 on the interview. If these applicants are admitted, ICTC reserves the right to admit contingently and/or on a probationary status and/or set stipulations for admission.</p> <p>An alternate list will remain in effect until the first week of class. Alternates and applicants not admitted to the program must reapply to be considered for later admission.</p>

Application Process

STEP 1:

Complete application and read the application packet

STEP 2:

Obtain high school or GED transcript

STEP 3:

Obtain (1) Official transcript(s) from **ALL** colleges attended
(2) official (signed by advisor) degree plan for completion of degree –
must indicate number of hours required to complete degree (if applicable)
(3) documentation of enrollment (*if currently enrolled*)
(4) documentation of current grades (*if currently enrolled*)

STEP 4:

Obtain other documentation for points as applicable
(See “Priority Point System Explanation”)

STEP 5

Submit above documents, along with a stamped, self-addressed envelope, in person or by mail to:

**Indian Capital Technology Center – Adult Health Careers
ATTN: Lisa Martin (Rad Tech Application Enclosed)
2403 N. 41ST Street East
Muskogee, OK 74403**

- Applications that are incomplete or not accompanied by high school or GED transcript, *official* college transcript(s), and degree plan, and current enrollment (if applicable) may not be considered. Points will only be awarded for documents submitted with the application.
- Admission advisement is available at ICTC. Call Karla James, Recruiter/Advisor at 918 913-3923, or Dina Craven, Radiology Department Chairperson at 918-348-7930 for appointment.

**APPLICATION DEADLINE:
MARCH 23, 2021**

ALL REQUIRED DOCUMENTATION SHOULD BE SUBMITTED WITH THE APPLICATION. THIS INCLUDES:

- **COMPLETED APPLICATION**
- **HIGH SCHOOL OR GED TRANSCRIPT**
- **OFFICIAL TRANSCRIPTS from ALL COLLEGES ATTENDED**
- **OFFICIAL DEGREE PLAN (if applicable)**
- **CURRENT ENROLLMENT (if applicable)**

All documentation is for awarding of points and should also be **SUBMITTED WITH THE APPLICATION.**

POINTS WILL NOT BE AWARDED FOR DOCUMENTATION NOT TURNED IN AT SAME TIME AS APPLICATION (See reverse side for further Point explanation).

COLLEGE COURSES / ICTC TRAINING

College-level Math (no zero-level courses)	A – 3 points B – 2 points C – 1 point	Medical Terminology (3 college credit hours)	A – 3 points B – 2 points C – 1 point	Points Awarded:
Anatomy or A&P I (4 college credit hours)	A – 3 points B – 2 points C – 1 point	Physiology or A&P II (4 college credit hours)	A – 3 points B – 2 points C – 1 point	
Health Careers Certification or Sports Medicine (ICTC)	A – 3 points B – 2 points C – 1 point			

COLLEGE CREDIT / GPA

College Credit Hours	Associate degree or higher – 10 pts No degree-lacks 1-3 credits – 9 pts No degree-lacks 4-6 credits – 8 pts No degree-lacks 7-9 credits – 7 pts No degree-lacks 10-12 credits – 6 pts	GPA	4.0 – 10 pts 3.9 – 9.5 pts 3.8 – 9 pts 3.7 – 8.5 pts 3.6 – 8 pts 3.5 – 7.5 pts 3.4 – 7 pts 3.3 – 6.5 pts 3.2 – 6 pts 3.1 – 5.5 pts 3.0 – 5 pts 2.9 – 4.5 pts 2.8 – 4 pts 2.7 – 3.5 pts 2.6 – 3 pts 2.5 – 2.5 pts	Points Awarded:
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CERTIFICATION / LICENSURE & EMPLOYMENT IN HEALTH CAREER

Current Certification / Licensure in Health Care	Paramedic, LPN, Surgical Technologist, OTA, PTA	4 points	Points Awarded: (Max 7)
	Military Medic	3 points	
	Certified Medical Assistant, LTCNA, Patient Care Assistant, EMT	2 points	
	Certified Medication Aid, Home Health Aid (without LTCNA), Phlebotomy certificate	1 point	
	Other* _____	0-1 point	
Employment in Health Care	Work experience in health care (directly related to patient care) of one year or more (within last 5 years)	1 pt	

APPLICATION

Complete Application Includes: Completed application page with signatures, High school or GED TRANSCRIPT (not copy of diploma), OFFICIAL college transcripts, degree plan with anticipated degree completion date and current grades (if applicable)	3 pt	Points Awarded:
TOTAL POINTS (Prior to Interview) :	Points Awarded (Max 45):	
INTERVIEW: Yes / No	Points Awarded (Max 30):	
TOTAL POINTS:		

Priority Point System Explanation

POINT SECTIONS	EXPLANATION and SUPPORTING DOCUMENTATION								
College / ICTC Courses	<p>Points are awarded according to grades in college math, medical terminology (3 hour college credit), Anatomy or A&P I (4 hour credit course), Physiology or A&P II (4 hour college credit) and Health Careers Certification or Sports Medicine at ICTC (within the past 3 years).</p> <p>Points will be awarded ONLY if an official transcript (college or career tech) is submitted. If applicant is currently enrolled, points will be awarded if an official transcript documenting enrollment, as well as documentation from instructor indicating a current letter grade.</p>								
College Credit and GPA	<p>Points will be awarded according for associate degree or higher, and according to number of credits needed for completion of degree at the time the Rad Tech course begin. Applicant must submit <i>official</i> transcripts and degree plan indicating number of hours required for degree completion if a degree is not already completed.</p> <p>Points will be awarded for college GPA (cumulative).</p>								
Current Certification or Licensure in Health Care*	<p>Must provide a copy of current certification or license issued by the official certifying or licensing agent. Military Medics should provide a DD214.</p> <p><i>*ICTC reserves the right to evaluate additional certifications not listed, and award 0-1 point based on the certification's relationship to direct patient care and the program for which the applicant is applying.</i></p>								
Employment	<p>Must provide documentation from employer verifying work experience in health care directly related to patient care for a minimum of one (1) year within the last 5 years.</p>								
Complete Application/ Followed Instructions	<p>Points will be awarded if completed application and required documents are submitted together by due date.</p>								
Interview	<p>Interviews have a possible 30 points, and a minimum score of 10 is required to be considered for admission. Applicants who are granted interviews will be notified by phone, and the interview will be scheduled at that time. The interview will take approximately 15-30 minutes.</p> <p>Applicants who do not meet the criteria for admission will not be interviewed unless the number of qualified applicants is not adequate to fill available positions in the program.</p>								
POINT TIES	<p>Ties in applicant scores will be broken by the following items in the order that they are listed below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1) Applicant resides within the ICTC school district</td> <td style="width: 50%;">5) Points received for "Current Cert/License in Hlth Care"</td> </tr> <tr> <td>2) Interview score</td> <td>6) Date Application received</td> </tr> <tr> <td>3) GPA</td> <td>7) Random drawing</td> </tr> <tr> <td>4) Points received for College Course Grades</td> <td></td> </tr> </table>	1) Applicant resides within the ICTC school district	5) Points received for "Current Cert/License in Hlth Care"	2) Interview score	6) Date Application received	3) GPA	7) Random drawing	4) Points received for College Course Grades	
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2) Interview score	6) Date Application received								
3) GPA	7) Random drawing								
4) Points received for College Course Grades									

**GENERAL INFORMATION ABOUT ABILITIES NEEDED FOR SUCCESS IN
HEALTH CAREERS EDUCATION**

A student in health careers education will be learning through direct participation in patient care and as a member of the health care team. To participate effectively as a health care provider, individuals should possess certain abilities which include but may not be limited to:

Vision

adequate to read very small print, diagrams, graphs, and calibrations such as mm and 0.1 ml. Also, must be able to discriminate color changes of skin and body exudates.

Hearing

conversational tones discriminate between different sounds within the body such as breath, heart, fetal heart with use of adaptive medical equipment such as stethoscope; also hear signal alerts on medical machinery.

Smell

to detect and discriminate between odors.

Touch

in order to perceive, through the tactile sense, certain parts of a person's anatomy for the purpose of identifying reference sites for various treatments and/or diagnostic procedures, to collect data during a physical exam, to render personal hygiene measures, etc.

Speak & Write

the predominant language of the geographic area in a clear, concise way during verbal and written communication.

General physical fitness / Gross Motor / Fine Motor

including strength, balance, and agility adequate to endure activities including, but not limited to the following: several consecutive hours of walking, standing, moving, and lifting other persons, pushing and pulling various types of equipment such as wheelchairs and gurneys, repetitive bending and stooping, kneeling, half-kneeling, lifting 20 lbs. repetitively, lifting 50 lbs. occasionally, push/pull 50 lbs. frequently, and frequent overhead reach activity. Fine motor skills are needed to write, to manipulate equipment such as syringes, medical equipment, and to maintain a sterile field. General physical fitness also including freedom from infectious diseases which pose a significant risk of transmission to others in the workplace if reasonable accommodations will not eliminate that risk.

General mental/ emotional fitness

adequate to ensure informed judgment and individual competence on the part of the student in accepting responsibilities, delegating activities to others and providing care to patients.

Basic academic skills

Reading & Math: prefer High School or higher grade equivalency level as evidence on approved program assessment exam(s). Skills should include; penmanship legible; word usage (written & verbal) appropriate and correct within sentence structure, words spelled correctly; ability to read and interpret various forms of written communication; working with whole numbers, fractions, decimals, calculation of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

NON DISCRIMINATION STATEMENT

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Applicants Educated Outside the United States:

Applicants who received their high school education outside the United States must submit official documentation that their high school education and subsequent graduation is equivalent to that of a high school graduate in the United States. This may be accomplished by one of the following methods:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC counselor for assistance with this process.
2. Request a review/evaluation of academic records from an official agency that specializes in validating academic credentials of persons educated outside the United States. Provide proof /documentation of such to ICTC. Such documentation must indicate that the applicant’s education meets high school graduate equivalency in the United States.
3. If the applicant has completed a minimum of 30 college hours from an accredited/approved higher education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant’s responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

Applicants Who Are Home Schooled or Graduated From a Non-State Accredited High School:

Applicants who are home schooled &/or graduated from a non-accredited high school should demonstrate high school equivalency. This may be accomplished in one of the following ways:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC counselor for assistance with this process.
2. If the applicant has completed a minimum of 30 college hours from an accredited/approved high education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant’s responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

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Official use only:	
AC	AQ
ANC	ANQ
ADM/ALT _____	

APPLICATION FOR ADMISSION
Radiology Technology
Application Deadline: March 23, 2021

APPLICANT INFORMATION:

DATE APPLICATION SUBMITTED: _____ SOCIAL SECURITY# _____

NAME: _____
(Last) (First) (MI) (Other last names on educational/financial records, etc)

MAILING ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE: _____ CELL PHONE: _____ E-MAIL: _____

EMERGENCY CONTACT: _____
(Name) (Relation) (Phone)

Are you a US Citizen? NO* YES **Proof of Legal Residency may be required for certification or licensure*

PROGRAM TO WHICH YOU ARE APPLYING (indicate only one per application):

Radiology Technology (Muskogee Campus)

EDUCATION HISTORY

HIGH SCHOOL GRADUATE Year: _____ **or GED Year:** _____

If High School Graduate:
 High School Name _____ City/State _____

PREVIOUS ENROLLMENT IN ICTC HEALTH CAREER PROGRAMS

If you have been previously enrolled in any of the programs below, please indicate the program, year of enrollment & campus:

Practical Nursing	Yes / No	Year:	Campus:
Radiology Technology	Yes / No	Year:	
Surgical Technology	Yes / No	Year:	
Occupational Therapy Assistant	Yes / No	Year:	
Physical Therapist Assistant			
Health Careers Certification or Sports Medicine	Yes / No	Year:	Campus:

COLLEGE DEGREES

Degree	College	Year

CREDIT FOR PREVIOUS LEARNING

Credit for courses listed below may be granted with submission of *official* transcripts documenting stated requirements, and/or current certification. Please indicate whether or not you will be requesting credit.

RADIOLOGY TECHNOLOGY	YES / NO
ANATOMY & PHYSIOLOGY – 8 college credit hours required	YES / NO
MEDICAL TERMINOLOGY – 3 college credit hours or 45 clock hours required	YES / NO

Complete Reverse Side of Application →

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Statements of Understanding

1. Photo Release

I give my permission to Indian Capital Technology Center to use my photograph or video image for public relations or instructional purposes. I understand that I will not be compensated in any manner for this use.

2. Approval for Release of Records

I authorize Indian Capital Technology Center to release records/information to agencies providing or preparing to provide assistance to me for my educational benefit. This includes financial aid entities, clinical/ fieldwork sites, other education entities, or official agencies.

3. Background Checks

Individuals applying for enrollment and who are admitted must comply with the request for a background check(s), which includes a sex offender registry check(s) as set forth in current ICTC policy. The background check may be shared with fieldwork/clinical facilities. Information contained in the background check may affect the individual's ability to continue enrollment in the program. In addition, background check results may affect employment or licensure.

4. Drug and Alcohol Screens

Students enrolled in health career programs at ICTC may be subject to initial, random, and upon suspicion drug and/or alcohol screens. Failure to submit a clear screen at any time may result in immediate dismissal from ICTC. Expenses associated with such screens are the responsibility of the student. Results of drug and alcohol screens may be shared with clinical sites as necessary.

5. Services for Students Requiring Accommodations

Adult students requiring accommodations are advised to contact Student Services at 918-687-6383 and/or notify the Program Administrator/ Instructor.

6. Financial Aid

The student is ultimately responsible for the payment of all school expenses at the time they are due.

7. Policies and Procedures

Students are expected to comply with all policies and regulations of Indian Capital Technology Center and its health careers programs. Handbooks containing policies and procedures for ICTC students and full-time Adult Health Careers students are available at www.icctech.com. Students should ensure they obtain and read these documents upon admission. If a student cannot access the handbook for any reason, he/she should notify faculty and request such documents.

I have read and understand the above statements:

Signature of Applicant

Date

PLEASE ANSWER THE FOLLOWING **THREE (3)** QUESTIONS AND SIGN BELOW:

(1) HAVE YOU EVER BEEN CONVICTED OF A FELONY?

Yes ___ No ___ If yes, what state(s)? _____

(2) HAVE YOU EVERY BEEN REGISTERED AS A SEX OFFENDER?

Yes ___ No ___ If yes, what state(s)? _____

(3) HAVE YOU EVER BEEN DISMISSED FROM ICTC OR ANOTHER EDUCATIONAL INSTITUTION FOR DISCIPLINARY ACTION?

Yes ___ No ___

I hereby certify that I am the applicant referred to in the application and that the information I have provided is true and accurate to the best of my knowledge. I understand that if I am admitted to ICTC, any false statement or misrepresentation on this application and throughout the course of the admission process and/or enrollment shall be considered sufficient cause of dismissal from the program.

Signature of Applicant

Date

Please tell us how you heard about the Health Career programs at Indian Capital:

___ Current or Former Student

___ Co-worker

___ Other - Please specify: _____

___ ICTC Website

___ Employer

___ Facebook

___ High School Teacher or Counselor

___ Twitter

___ Mail Flyer