

2019-2021 Radiologic Technology Application Handbook

Application Video: <https://screencast-o-matic.com/watch/cqVbrT3FIW>

Updated on March 12, 2019 by IF

Table of Contents

Los Angeles Community College District Administration.....	3
Introduction.....	4
2019-2021 Radiologic Technology Application Overview	4
Additional Application Requirements:	6
2019-2021 Paper and Online Applications	6
Application Review Procedure and Notification of Acceptance:	7
Applicants that are not accepted for 2019-2021 RT Class	7
RT Application Worksheet And Checklist	7
Program Prerequisites:	10
Application Evaluation Criteria Form for Additional Points Description	11
Work Experience and/or Volunteer Experience	12
Radiologic Technology Program Checklist & Final Instructions.....	13

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LOS ANGELES CITY COLLEGE



The City's College.

Introduction

Thank you for your interest in the Radiologic Technology Program. The intent of this application handbook is to provide you with all of the information you need to apply to the Radiologic Technology Program. If you have any questions please contact our department and we are happy to assist you. Office Contact Information: 323-953-4000 Ext. 2942

2019-2021 Radiologic Technology Application Overview

Please make sure to review all the information contained in this information packet on how to successfully apply to the LACC Radiologic Technology Program. This packet provides an explanation of what is required and how to file an application to the RT program.

Applying to the Radiologic Technology Program begins **February 1, 2019 to March 31, 2019**. There are **several requirements that need** to be completed to be considered an eligible candidate.

Please contact our department at 323-953-4000 Ext. 2942 or email Israel Fonseca: fonseci@lacitycollege.edu

Application Deadline Overview

Document	Deadline	Location
2019-2021 RT Paper Application	March 29, 2019 3:30pm	LACC Mailroom
Supporting Documents for Application	March 29, 2019 3:30pm	LACC Mailroom
Official Transcripts (No pending spring 2019 courses)	March 29, 2019 3:30pm	LACC Mailroom
Official Transcripts (For spring 2019 in progress courses)	June 21, 2019 3:00pm	LACC Mailroom
2019-2021 Online Application	March 31, 2019 4:30pm	LACC RT Website

It is solely the responsibility of the applicant to adhere to the deadlines. In addition, the applicant is also responsible to review and abide by all of the information contained in this handbook.

To file an Application to the Radiologic Technology Program for fall 2019 – you must complete the following requirements:

1. You must be registered as a Los Angeles Community College District (LACCD) student, obtain an LACCD student ID # and an LACCD email address for the application.
2. You may register to become an LACCD student online here: <https://bit.ly/2QcZTjT> – please make sure to follow the instructions under the **RT Program Application Worksheet Checklist** section of this document
3. We recommend for you to check off the Worksheet Checklist to ensure you have submitted all required documents for the application and keep a copy of the completed document.
4. All required prerequisite courses (including the general education requirements) must be completed with a minimum **grade of “C”** to file an application. Please meet with an academic counselor to verify general education completion. To make an appointment visit: <https://bit.ly/2MRdhfu>
5. Read this entire Radiologic Technology Application Handbook and all forms carefully, to be sure that you can receive the maximum points possible.
6. Collect all the necessary paperwork required to be eligible to receive all points possible on the Radiologic Technology Application.
7. Be sure to submit all required application documents, (keep a copy of all documents submitted)
8. **Any documents submitted after the March 29, 2019 3:30pm deadline will NOT be considered (March 31, 2019 falls on a Sunday)**
9. Make copies of any supporting documents you submit (ex: a copy of your XT Certificate – not the original certificate)
10. The 2019 application and supporting documents **will not** be returned to the applicants.
11. **Missing information or incomplete applications will not be considered for review.**
12. Incomplete applications will not be considered for review and the applicant will have to re-apply next year.

Additional Application Requirements:

1. **Social Security Number:** The state of California, Department of Public Health, Radiologic Health Branch requires a graduate from an accredited Diagnostic Radiologic Technology program to have a valid social security number to be eligible to take the licensing exams for Radiology and Fluoroscopy. In addition, a social security number is required to complete the mandatory background check prior to acceptance into the program. Radiologic Technology applicants may be required to show proof of a valid social security number prior to acceptance into the radiology program. You **DO NOT** have to submit a copy of your social security card. Only include the **last four digits** of your number on the application.
2. **Photo Identification Card:** For purposes of identification verification, applicants will be required to submit a clear copy of a current California Driver's License (CDL) or State issued ID card with the application.
3. **Cover letter and Resume:** As part of the application process, each applicant is required to submit a one page cover letter explaining their interest and commitment to become a part of the Los Angeles City College Radiologic Technology Program. In addition, the applicant is required to include a one page resume, describing at a minimum, their educational background, work history to include any health care or military experience (if any).
4. **Letter of Recommendation:** Applicants are required to submit ONE professional letter of recommendation to the program with the application. The letter must be written within 2 years from the date of application. Letters dated later than 2 years will not be accepted. Letter must be dated. Character references must be on letterhead stationery. The letter must include a wet signature with the writer's contact information. – Professional or Business references – not personal (family or friends). Letter may be from an employer, supervisor, or **college professor that is not from the LACC Rad Tech department**. If there is no date or signature, it will not be accepted.

2019-2021 Paper and Online Applications

Make sure to print the four page 2019-2021 Radiologic Technology application in **LANDSCAPE format** and that it is **printed one sided**.

Applications printed in Portrait form and double sided **will not be accepted and your application will be considered incomplete**. The applicant is responsible for completing **all pages of the application**; the **Rad Tech Selection Committee** will complete **the rest of the application** during the review of the submitted applications.

In addition to the paper application, **you must complete an online RT 2019-2021 Application** that will be located on the "Program" page of the LACC RT Program website. You will be notified of your **ranking range only** via your Los Angeles City College email address by Mr. Fonseca **on or before August 9, 2019**.

Your application will be reviewed by the **Rad Tech Selection Committee** for evaluation and ranking. Page 4 of the RT paper application and your supporting documentation will be reviewed to determine how many additional points you may be awarded by the **Rad Tech Selection Committee**.

Keep a copy of your documents, your application and supporting documents will not be returned.

Application Review Procedure and Notification of Acceptance:

1. All completed applications will be reviewed and ranked by the **LACC Radiologic Technology Application Committee**, based on the multi-criteria points system on the application.
2. Applicants will be notified by the **RT Program Director, Israel Fonseca, or his designee** via their **Los Angeles City College email** – on or before **August 9, 2019** if the application has received sufficient points to make the “**top 30**” or not.
3. The **top 22** applicants will be offered a conditional acceptance for a position in the fall 2019 Radiologic Technology Class.
4. The remaining **#23-30** applicants will be ranked as possible alternates for the fall 2019 class. If someone from the top 22 declines the position on or before August 9, 2019 the next ranked applicant on the alternate list will be offered a conditional position.
5. All top 22 student will be expected to reply via email to the Program Director, that they either accept or decline the offer by the deadline posted in the email. The “top 22” students are expected to attend the mandatory orientation in the summer 2019.
6. Upon receipt of the applicant’s acceptance email the applicant will be provided information about the mandatory orientation that shall be held during the summer 2019 semester. The orientation is **tentatively scheduled** for **the second or third week of August 2019**.
7. Failure to send an email reply by the specified date, or failure to attend the mandatory summer orientation, will result in the removal of the applicant’s name from the applicant pool.
8. Once an applicant attends the mandatory orientation, and has successfully completed all required paperwork (background check and physical health exam, etc.) the offer converts from a conditional placement to a confirmed RT Program placement beginning **the fall 2019 semester**.

Applicants that are not accepted for 2019-2021 RT Class

- Please review the additional points category and complete the optional courses
- You may also contact the Program Director to set an appointment, have an email consultation or schedule a visit during office hours on how to improve your points for the next application period.
- Please email Israel Fonseca at fonseci@lacitycollege.edu to schedule an appointment.

Use this checklist to assist you in completing the Radiologic Technology Program Application

Check
when
completed

To file an Application to the 2019-2021 Radiologic Technology Program – you must complete the following requirements:

- A. The following documents below are required to be submitted for the 2019-2021 LACC RT Application to be considered complete:
- 2019-2021 RT Program Checklist
 - Cover Letter
 - Resume
 - 1 Letter of Professional Recommendation
 - The Four Page RT Paper Application
 - Submit LACC RT 2019-2021 Online Application
 - General Education Sheet signed by a LACC Counselor verifying General Education courses are completed
 - Additional Points Documentation
 - Copy of California Driver's License or Valid Photo ID
 - Last 4 digits of SS # is listed on Application

(Areas B-N below provide details on how to ensure proper submission of an RT application)

- B. Be a current student for the Los Angeles Community College district within the last year – You may register on line Follow the steps for enrollment here: <http://www.lacitycollege.edu/services/admissions/apply-enroll.html>
- C. Obtain an LACCD student ID # and LACCD student email account
- Note: You must include your complete LACCD student email address on page 1 of the application and online application or it is considered incomplete.
- D. Official transcripts for all college courses that are required for entrance into the Radiologic Technology Program must be on file with the Los Angeles City College RT Program. This includes general education courses as well.
- E. For students who have completed all of their prerequisite and general education requirements all official transcripts must be submitted to the LACC Mailroom with the completed paper RT application and supporting documentation for extra points by **March 29, 2019 at 3:30pm**. No postmarked or late submissions will be accepted.

Please make sure to submit all of the required documents in one envelope and write ***“Attention to Radiologic Technology Department” on the envelope and include your first and last name on the outside of the envelope.***

(The LACC Mailroom is closed on Sunday March 31, 2019 so it is the applicants responsibility to submit the RT paper application and supporting documentation for extra points on **Friday March 29, 2019 by 3:30pm**).

- F. For students taking in-progress courses during the spring 2019 semester the deadline to submit **official transcripts** only to the LACC mailroom is **June 21, 2019 at 3:00pm**. No postmarked or late submissions will be accepted.

All other application materials must be submitted by the **March 29, 2019 3:30pm** deadline otherwise the **application will be considered incomplete and will not be reviewed by the committee.**

When submitting your application and supporting documents in an envelope please write **“Attention to Radiologic Technology”** on the envelope. The RT department will confirm receipt of the paper application via email to your LACCD email address only. It is the applicants responsibility to ensure that all elements of the application are complete.

- G. Submit an online 2019-2020 RT application (**deadline March 31, 2019 4:30pm**). The application will be available in the “Home page” section of the LACC RT Website starting February 1, 2019.
- H. All transcripts from outside the United States must be evaluated by an LACC-approved foreign evaluation service on a course by course basis. Please contact the LACC Counseling Department for more information. 323-953-4000 Ext. 2250. It is the applicant’s responsibility to meet with an LACC counselor and provided documentation that they have met all of the General Education requirements. To make an appointment visit: <https://bit.ly/2MRdhfu>
- I. Official transcripts need to be submitted for all prerequisite courses completed at Los Angeles City College. No course descriptions are required for prerequisites completed at Los Angeles City College.
- J. Review the RT Program website: <http://lacitycollege.edu/academic/departments/radtech/index.html> - for any updated information regarding the program application – click on “Program”
- K. Complete all required program pre-requisites and courses as specified in the LACC RT Brochure Print and fill out the Course Evaluation Worksheet for your reference
- L. For student success, it is highly recommended that Anatomy, Physiology & RT 202 should be completed **within 5 years** of the application filing date. You are eligible to file an application if the course is over the 5 years, but it is strongly recommended that these courses be completed within the five year time period.
- M. Review the RT Application for the areas where additional points can be awarded. Collect all supporting documentation necessary to provide evidence for eligibility for the additional points on the application. Please review the **Application Evaluation Criteria Form on Pages 6-7 of this document** for explanation of the points system for each area on the application
- N. Meet with a LACC Counselor to schedule a counseling appointment to ensure you have met all of the general education requirements. Please submit the documentation (**typically called “General Education Sheets usually signed by a counselor”**) that clearly demonstrates you have met all of the required general education requirements with the LACC RT application. It is the applicants responsibility to submit the general education sheet demonstrating all General Education courses have been completed.

Program Prerequisites:

RT 200 (Must be completed at LACC)

RT 201

RT 202 (Must be completed at LACC)

Human Anatomy (Must be four units)

Human Physiology (Must be four units)

Math 125 or Higher

English 101

Completion of all General Education Requirements

Please meet with a LACC academic counselor to review general education requirements.

To make an appointment visit: <https://bit.ly/2MRdhfu>

Application Evaluation Criteria Form for Additional Points Description

- Official transcripts for all college courses that are required for entrance into the Radiologic Technology Program must be on file with your application to the Los Angeles City College Radiologic Technology Program.
- Failure to submit official sealed transcripts with **all grades posted** will result in disqualification of the application.

Additional points may be accumulated based on other course work completed.

- All **optional courses** below must be passed with a **minimum grade of B** to be eligible for points. (B=3 points, A=4 points)
 - Communication Studies 121 or 122
 - Communication Studies 101
 - Sociology 1
 - English 102 or English 103
 - Physics 6 or Physics 21
 - Physics 7 or Physics 22
 - Math 240 & Math 245 or Math 260

For course equivalency please meet with an LACC Academic Counselor. To make an appointment visit: <https://bit.ly/2MRdhfu>

Previous Academic Degrees, Diplomas, Military Service for American Veteran

AA/AS degree (1 Point) or **BS/BA/Higher Degree** (2 Points)

- Official transcript from regionally accredited U.S. colleges or universities with degree posted, and a copy of the diploma.
- All transcripts from outside the United States must be evaluated by an LACC-approved foreign evaluation service and meet the LACCD requirements. Please consult with an LACC Counselor for requirements.

American Veteran Status (2 Points)

Copy of Defense Department Form 214 (DD 214) Honorable Discharge required.

<u>GPA POINT VALUE</u>		<u>GPA POINT VALUE</u>				
GPA = 4.0	25	GPA = 2.5	10			
GPA = 3.5	20	GPA = 2.25	5	GPA = 3.0	15	Below 2.0
N/A						

(GPA must be exactly at the value otherwise the lower GPA is utilized: I.E. 2.4= 5 points)

Work Experience and/or Volunteer Experience- Must be within completed **within the last 5 years** from the date of application to receive points. Description of requirements and or supporting documents that must be included with the application for credit

<p>1. Certificate of Completion for : Limited XT (X-ray Technician) = 5 pts / RN, EMT, MD or LACC RT Patient Care Skills Certificate or <u>other Health Care Occupations</u> = 4 pts</p>	<p>Licensed or certificated healthcare worker requires a copy of your current California certificate including your certificate number, date of issue and date of expiration to be included in the application packet. For Military Medical Tech (Medic, Medic Corpsman) - Copy of Certificate issued by Armed Forces division – within past 5 years.</p> <p style="text-align: center;">Maximum 2 certificates or 9 points allowed</p>
<p>2. Other Health Occupation (4 pts) work experience with direct patient care > 1000 hours of experience</p>	<p>Proof of Work Experience: (Note ALL information below must be included in the letter to receive the points) Letter from current/former employer verifying employment. The letter must be on organizational letterhead with an original wet signature and must include applicant’s name, start date and end date (if applicable), employee status (full-time/part-time), <u>number of hours worked per week</u> (or total hours from/to date), job title, and examples of duties including type of patient interaction. Experience must be within the last 5 years</p>
<p>3. Re-Applying to the RT Program (2 pts) If you have previously applied and were eligible for entry into the LACC RT Program you will receive 0.25 points for each year that you have applied for a maximum of 2 points</p>	<p>Proof of LACC RT Application and Eligibility: On page 1 of the RT Application please list the years you have applied for entry into the LACC RT Program. Please submit letters demonstrating you meet the eligibility requirements for past applications.</p>
<p>4. Volunteer in other Health Care (3.0 pts) In-Direct or Direct patient care contact with</p> <p>Less than 60 hrs.=1.5 points 60 hrs.=3.0 points</p>	<p>Volunteer: Submit a letter on the institution or organization’s letterhead verifying volunteer service. The letter must include original signature and applicant’s name, start date and number of hours volunteered and examples of duties including type of patient interaction. The 60 Internship hours for the patient care skills certificate cannot be utilized. The hours must be above and beyond those completed for the patient care program. This distinction must be clearly stated in the letter.</p>
<p>5. Tie Breaker (1 pt)</p> <p>In the event of a tie the G.P.A of RT 200, RT 201, RT 202, Anatomy and Physiology shall be utilized to determine the ranking of the applicant.</p>	<p>Official Transcripts: Official Transcripts will be utilized to determine the tie breaker for the five RT prerequisite courses.</p>
<p>6. Double Tie Breaker In the event of a second tie a computer generated randomizer will be utilized by the selection committee to rank the applicants</p>	

Radiologic Technology Program Checklist & Final Instructions

This one page checklist must be submitted with your RT paper 2019-2021 Application.

(Applicant's Name)

(Date of Completed Application)

- Completed Four Page **2019 RT** Paper Application Form – completely filled out and includes:
 - **LACCD student ID #** _____
 - **LACCD email address** _____
 - **Personal email address** _____
 - **Social Security Number** (last 4 digits only) _____

- Completion of the **online RT 2019-2021 Application** is required in addition to the paper application. The application will be located on the LACC RT webpage under the "[Program](#)" link. The deadline to submit the online application is **March 31, 2019 4:30pm**.
- Photo Identification Card:** submit a **good copy** of a **current** California Driver's License (CDL) or State issued card with the application. Poor copies will not be accepted.
- LACC Student ID Card** (optional to include) – provide a copy if you have one.
- Cover Letter and Resume** – include with application
- 1 Letter of Recommendation** – written within **2 years** from the date of application.
 - (must be signed and dated, or will not be considered)
- Copies of Official Transcripts for all pre-requisite and general education courses**
- Supporting documentation for additional Points** – (see instructions – for specific requirements)

- Documentation from LACC Counselor that you have completed the Associate Degree General Education Requirements (General Education Sheets signed by a LACC Counselor)
 - **Check all that apply:**
 - Are you an American Veteran?
 - Did you provide copies of certificates/Licenses in Health Care Related Occupations?(Information Packet)
 - Letters/forms documenting work/volunteer experience

Final Instructions for Applicant

- You will be notified of your **Ranking Range** via your Los Angeles City College Student Email address by **August 9, 2019**.
 - **Please DO NOT SUBMIT** any original certificates. Make Copies.
(Example: XI Certificate, Military Service, etc.) Do not submit W-2 forms.

The 2019 application and supporting documents will not be returned.

Thank you for your interest in the LACC Radiologic Technology Program