



CHECKLIST FOR COMPUTED TOMOGRAPHY CERTIFICATE PROGRAM

Applicants for September 2012 Admission

Dear Student:

This checklist will enable you to create a personal record of the documents/activities you have completed towards applying to the Computed Tomography (CT) Certificate Program.

Admission Information:

Admission to the CT Certificate Program is limited by the number of clinical placements that are available within the program. Completed applicant files are reviewed on a first-come, first-served basis. Applicants may choose to take and complete any of the classroom courses in the program without formal acceptance into the program but the CT clinical practicum course enrollment is limited to those individuals who have completed a formal application for admission to and have been formally accepted into the CT Certificate Program.

Academic Advising:

Individuals interested in applying to the full CT Certificate Program are required to contact the CT Program Coordinator: Nancy Garcia, M.Ed., R.T. (R) by phone at (978) 738-7493 or email at ngarcia@necc.mass.edu when starting the admission process to the CT Program and for assistance with questions and clarification of the acceptance process.

APPLICANTS INTERESTED IN SELECTED CT COURSE(S) ONLY (Not eligible for CT Certificate)

Proof of completion of an accredited imaging program in Radiography, Nuclear Medicine Technology or Radiation Therapy by submission of the following documents:

- Official college transcript documenting your program of study and showing applicant has earned a minimum of an Associate Degree.
- Current Certification/Registration with the American Registry of Radiologic Technologists (ARRT) in Radiography, Nuclear Medicine Technology, Radiation Therapy (Copy of current ARRT certification/registration card) or;
- Current Certification in Nuclear Medicine Technology with the Nuclear Medicine Technology Certification Board (NMTCB) (Copy of current certification or registration card).
- Registration for selected CT courses. Note:** The above documentation must be submitted at the time of course registration and forwarded to the Program Coordinator.

APPLICANTS INTERESTED IN FULL CT PROGRAM

- APPLICATION FOR ADMISSION:** Major Choice: General Studies towards Computed Tomography Certificate Program.

Proof of completion of an accredited imaging program in Radiography, Nuclear Medicine Technology or Radiation Therapy by submission of the following documents:

- Copy of High School diploma or copy of official high school transcript or GED;
- Official college transcript documenting your program of study and showing applicant has earned a minimum of an Associate degree;
- Current Certification/Registration with the American Registry of Radiologic Technologists (ARRT) in Radiography, Nuclear Medicine Technology, Radiation Therapy (Copy of current ARRT certification/registration card) or;
- Current Certification in Nuclear Medicine Technology with the Nuclear Medicine Technology Certification Board (NMTCB) (Copy of current certification or registration card).

Prior to placement in the CT Clinical Practicum applicants must also provide the following documents:

- Current Massachusetts license in Radiography, Nuclear Medicine Technology or Radiation Therapy;
- Current CPR certification at the healthcare provider/professional rescuer level;
- CORI/SORI form and processing fees must be submitted;

Proof of state mandated immunization requirements including:

- Measles/Mumps/Rubella (MMR), 2 doses of measles, one mumps and one rubella immunizations; or 2 MMR injections (1st injection must be given on or after the 1st birthday and after 1968; 2nd injection must be given 1 month after the first dose); or positive immune titers for MMR with submission of the accompanying lab reports.
- Hepatitis B Vaccine (HBV): 3 injections required or positive immune titers for HBV. (2nd injection recommended 1 month after the 1st dose, 3rd injection is recommended 5 months after the 2nd dose; Merck's 2-dose formulation is also acceptable if properly administered).
- Varicella (Chicken Pox) immunization or positive titer, with submission of the accompanying lab reports.

Proof of Health Professions Division immunization requirements including:

- Annual two step PPD/Mantoux test for Tuberculosis: (TB testing must be completed within the 3 month period prior to entering the CT Clinical Practicum course).

ADDITIONAL PROGRAM INFORMATION

Important Dates

The Admissions Committee for the CT Certificate Program reviews all completed files and makes acceptance decisions on an ongoing basis. While there is no deadline for application submission it is recommended you apply early for consideration for admittance if a CT clinical placement is needed.

Program Capacity

The limitation to the number of qualified individuals who may enroll in any of the classroom courses in the CT Certificate Program is 20.

Since the NECC CT Certificate Program has a limited number of seats available for clinical placement enrollment in the CT Clinical Practicum course will be limited to those individuals who have been formally accepted into the CT Certificate Program.

Individuals who choose to complete the CT Clinical Practicum course requirements at their place of employment are still eligible to receive the certificate of completion for the NECC CT Certificate Program as long as they have completed all course requirements and have paid the necessary NECC fees. Those individuals completing the CT clinical requirements through their employer should first schedule a meeting with Nancy Garcia, M.Ed., R.T. (R) to review the required CT clinical documentation needed for program completion.

Transfer Credits

Transfer credits from other colleges/universities are awarded only for comparable courses that are completed with a grade of 'C' or higher. Course descriptions and syllabi must be presented for review to the CT Certificate Program Coordinator for determination of transfer credits.

Health Requirements

Information regarding the College's health requirements will be sent to applicants upon acceptance to the program.

CPR Certification

Students accepted into the CT Certificate Program are required to hold current CPR certification at the Health Care Provider/Professional Rescuer level. Evidence of current CPR certification is required before a student is allowed to participate in the CT clinical practicum course, and CPR certification must be maintained while the student is enrolled in and completing the CT clinical practicum course.

Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)

Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check.

Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI or SORI reports.

Depending on the contents of a student's CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied.

CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health.

SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). For more information, contact the Registrar at 978-556-3700.

Clinical Affiliate Random Drug Screening Analysis Notification to Students:

Please be advised that students enrolled in Health Professions programs are required to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical facility.

Students who are assigned to clinical education experiences at the clinical facilities may be required to undergo and pass random drug screening analysis in order to remain at that clinical facility.

Students who either fail to pass, or refuse to submit to, or fail to appear for a drug screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program.

Health Programs in which Students are Subject to Drug Screening Analysis: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing – Associate Degree, Phlebotomy Technician, Sleep Technologist, Practical Nursing, Radiologic Technology, Respiratory Care, and Computed Tomography. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

Information about National Certification

The NECC CORI/SORI committee may decide that a student's past legal issue(s) will not interfere with the student participating in the clinical component of a NECC educational program; however, graduates of the Computed Tomography Certificate Program must present their specific case documentation to the American Registry of Radiologic Technologists (ARRT) Ethics Committee to determine eligibility to sit for the national certification exam in CT.

Since eligibility for the ARRT certification examination requires that applicants be of good moral character, previous convictions of felonies or misdemeanors may prevent applicants from taking the ARRT examination. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT and is grounds for permanent denial of eligibility for ARRT certification.

The ARRT may be contacted for information by mail at 1255 Northland Drive, St. Paul, MN 55120-1155, by phone at (651) 687-0048. Specific language about ethics, education, and the examination process can be viewed at the following URL: <http://www.arrt.org/index.html?content=certification/certgenelig.htm>