

**CHECKLIST FOR RADIOLOGIC
TECHNOLOGY PROGRAM
For September 2012 Admission**

Dear Student:

This checklist will enable you to create a personal record of the documents/activities that you have completed towards applying to the Radiologic Technology program.

Admission Information:

Admission to the Radiologic Technology Program is highly competitive. There are more qualified applicants applying to the program than there are seats available. The NECC Express Services staff on the Lawrence campus will begin taking completed applicant packets, including the change of major form, on October 6, 2011 at 12:00 PM (noon). The Express Services staff will date stamp and accept packets throughout the day. All admission decisions will be made on an ongoing basis (rolling admissions) and the program may fill very quickly. When the program and waitlist have been filled, no further applications will be accepted. Notifications that applications are no longer being accepted will appear on the Radiologic Technology program NECC web page.

Academic Advising:

Individuals interested in applying to the Radiologic Technology Program are required to meet with an advisor when starting the admission process to assist with questions and clarify the process.

- APPLICATION FOR ADMISSION** (if you are a new student or have not been enrolled for the previous three years) **Major Choice: General Studies: Radiologic Technology.**
- Official **high school transcript(s)** showing evidence of high school graduation, or the equivalent with passing GED scores.
- Official **college transcript(s) if transfer credits are being requested.**
- Completion of the Mandatory Radiologic Technology Information Session during the Spring or Summer or Fall of 2011.** For Information Session dates, go to <http://www.necc.mass.edu/academics/courses-programs/areas/health/information-sessions/>.
- Pre-requisite courses:**
Two science courses, taken either in high school or college with a grade of “B” or higher. One of the science courses must be in Human Biology with lab, Anatomy + Physiology, Chemistry or Physics. If the applicant has not yet completed a college level Anatomy and Physiology course (A & P) then one of the science courses must be either high school or college Chemistry, Intro to Chemistry or Physiological Chemistry. **Program sciences must be completed within five (5) years prior to the anticipated start date of the Radiologic Technology program to count as credits towards completing the program.** Specific science courses listed above completed beyond the five-year limit with a grade of “B” or higher may serve to meet the admissions criteria only. There is a process to request an exemption from the five year limit on sciences. See an advisor for information. All science courses listed above as being eligible to meet the criteria required for review **MUST** be completed with a grade of “B” or higher.

Note: If you have taken the science courses in both high school and college, the courses used to determine eligibility for review will be the college courses as they are the most recent example of your science skill.

NECC Assessment Placement Completed

To obtain the assessment schedule call the Assessment Center (978-556-3428). Assessment results must indicate that the applicant does not need to take any of the following courses: College Reading, Basic Writing, or Basic Algebra II/ Applied Technical Math. Students who place into one or more of these courses must take the required course(s) in order to meet the Radiologic Technology Program admission criteria.

Reading Assessment completed on _____.

Writing Assessment completed on _____.

Mathematics Assessment completed on _____.

Completion of the Health Occupations Basic Entrance Test (HOBET) with a minimum score of 60% on the individual score and the following scores on the sub-scales: See attached HOBET FACT SHEET.

HOBET Reading **65%**

HOBET Mathematics **65%**

HOBET Science **45%**

HOBET English **55%**

IMPORTANT FINAL STEPS:

Change of Major/ACTION FORM Upon completion of all of the above items from the checklist, meet with an advisor to determine if you are eligible to fill out a Change of Major/Action Form to be considered for acceptance to the Radiologic Technology Program for fall 2012. You may need to bring documentation of specific criteria to the advisor. **All checklist items, including proof of completion of the HOBET MUST be presented as part of your second to last step in the admission process.** You will be required to sign the Change of Major/Action Form and you will be given a packet to turn into the college on October 6, 2011.

Final Step: On October 6, 2011 turn in your packet on the Lawrence campus beginning at 12:00pm (noon). All packets will be time & date stamped and then reviewed for accuracy. Admission will be determined on a rolling basis.

The Radiologic Technology Program and the Division of Health Professions are committed to educating a workforce that mirrors the rich socioethnic culture of the communities we serve. Therefore, we endeavor to attract and recruit a diverse group of students for each incoming class. We also reserve the right to invoke a geographical preference for applicants from the college's primary service area.

ADDITIONAL PROGRAM INFORMATION

Program Capacity

The Associate Degree in Radiologic Technology has a limited number of seats. In general, the College accepts 22 students to begin the program each September.

The criteria describe the MINIMUM standards that must be met in order to be reviewed for admission to this program. Currently, the number of qualified applicants exceeds the number of available seats. Consequently, once it has been determined that the applicant meets the MINIMUM criteria, he/she is admitted on a rolling admission process.

Wait List Status

A Wait List for qualified applicants is established for those qualified applicants who are not initially accepted into the program. The Wait List is approximately 50% of the program capacity. Students are called from the Wait List on a space available basis. Students who are placed on the Wait List, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year.

If there are significant changes in the admission criteria, students on the Wait List may be required to comply with the new criteria. This decision is at the sole discretion of the academic program.

Health Requirements

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

Information about the Program's Technical Standards which describe the physical and behavioral characteristic required to successfully complete the program are available at our website, <http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/> and we encourage you to review these as soon as possible.

Transfer Credits

Transfer credits from other colleges/universities are awarded only for comparable courses that are completed with a grade of "C" or higher.

CPR Certification

All students in the Radiologic Technology Program are required to hold CPR certification at the Health Care Provider or Professional Rescuer level. Evidence of current certification is required before a student is allowed to participate in clinical education courses, and certification must be maintained throughout the program.

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 the following 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, 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. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

Information about Massachusetts Licensure and ARRT certification

In order to practice as a radiologic technologist in Massachusetts individuals must obtain a Radiography license, which according to the Radiologic Technologist Licensing regulations, requires that individuals must: complete an accredited radiologic technology program, be of good moral character, pass the American Registry of Radiologic Technologists (ARRT) national certification examination and apply to and pay the appropriate fee to the Commonwealth of Massachusetts' Radiation Control Program before full licensure in Radiography may be obtained.

Individuals with a court record or previous convictions of felonies or misdemeanors should contact the American Registry of Radiologic Technologists (ARRT) Ethics Committee to determine their eligibility to apply to sit for the ARRT's certification exam and for guidelines in determining "good moral character," before entering the Radiologic Technology program. This will allow the individual to make an informed decision about choosing to pursue Radiologic Technology education at this time.

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 further information by mail at 1255 Northland Drive, St. Paul, MN 55120-1155, by phone at (651) 687-0048. Specific language regarding ethics, education and the ARRT examination process can be viewed on the ARRT website at:

<http://www.arrt.org/index.html?content=certification/certgenelig.htm>

**RADIOLOGIC TECHNOLOGY PROGRAM
HEALTH OCCUPATIONS BASIC ENTRANCE TEST (HOBET)
FACT SHEET**

1. What is the Health Occupations Basic Entrance Test (HOBET) used for Radiologic Technology Program admission?

This test is an assessment of an applicant's scholastic aptitude. It is designed to predict an applicant's academic readiness prior to admission into the Radiologic Technology Program. The specific test used by NECC is the Health Occupations Basic Entrance Test (HOBET)

2. What academic content areas will I be tested on?

*The HOBET consists of four content areas: **Math, Reading, English and Science.***

*The **Math** subtest covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages and ratio/proportion.*

*The **Reading** subtest covers paragraph comprehension, passage comprehension, and inferences/conclusions.*

*The **English** subtest measures knowledge of punctuation, grammar, sentence structure, words and spelling.*

*The **Science** portion of the test covers scientific reasoning, science knowledge biology, chemistry, anatomy and physiology, basic physical principles and general science.*

3. Are there essay questions on this test?

No. This is an on-line test, consisting of all multiple choice questions.

4. How long will it take for me to complete the HOBET?

This test will take approximately four hours. Each of the four content area tests must be completed within a specified time.

5. Is there a particular score I must achieve on the HOBET?

*You must achieve a minimum score of **60%** on the individual total score and the following scores on the sub-scales:*

HOBET Reading:	<u>65%</u>
HOBET Mathematics:	<u>65%</u>
HOBET Science	<u>45%</u>
HOBET English	<u>55%</u>

6. Is there any way that I can prepare for the HOBET?

Yes. There is a Pre-Test Study Manual which you may purchase to assist you in preparing for this test. The study manual provides sample questions and general information in the areas of Reading, Math, Science and English. You may purchase this manual at the NECC Bookstore or online at: www.atitesting.com. You may also purchase and take an Online HOBET Practice Assessment by going to www.atitesting.com.

7. When will I take the HOBET?

The HOBET is administered on a regular basis. To view the schedule, go to www.atitesting.com. Select 'Register for the HOBET' then select Massachusetts and Haverhill to see the dates and times available.

8. Is there a fee to take the HOBET?

*Yes. **There is a non-refundable fee of \$70.00.** Registration and payment for the test are done on-line. To view dates, register and pay, please follow these steps:*

- *Go to www.atitesting.com*
- *Click on 'Register for HOBET'*
- *Choose Massachusetts, then Haverhill to view scheduled testing dates for Northern Essex Community College.*
- *If you do not have an existing account, you must create an ATI account with a username and password. Once you have created an account, you may sign and to register and pay for the test.*
- ***You will receive an e-mail confirmation of your test appointment.***
- ***Bring this confirmation, your ATI username and your ATI password with you on the date of testing.***

If you need help registering for the HOBET, call ATI at 1-800-667-7531.

9. What should I bring with me on the testing date?

- ***Two (2) forms of identification including a picture ID.***
- *Your ATI confirmation e-mail*
- *Your ATI username and password.*

No water, food, calculators, beepers or cell phones are allowed in the testing area. As room temperature varies, it is suggested that you dress in layers to accommodate the environment.

10. How will I know how I performed on the HOBET?

Results will be available immediately. Students can access their score reports by logging onto www.atitesting.com.

11. How often can I take the HOBET?

An applicant may take the admission test two times during an admission cycle. The most recent test results will be used for that admission cycle only.

12. What happens if I miss the test?

If the testing session is missed, you will not be refunded.