TRINITY HEALTH RADIOLOGIC TECHNOLOGY PROGRAM
APPLICATION CHECKLIST AND PROCESS (updated 2/24)

The application deadline is **January 1st** for the subsequent class, with a start date near the end of August. Application forms are online at https://www.trinityhealth.org/trinity-health-careers/school-of-radiologic-technology/ or by contacting program officials at:

> **Trinity Health Radiologic Technology Program**
> **420 3rd St. SE / PO Box 5020**
> **Minot, ND 58702-5020**
> 701-857-2316 (phone) / 701-857-3494 (fax)
> michelle.bratton@trinityhealth.org

APPLICANT CHECKLIST

APPLICANT MUST mail/e-mail/hand deliver these items to program before the deadline

☐ The completed **APPLICATION** Form (be sure to use current phone and email contact information)
☐ Non-refundable **APPLICATION FEE** of $35.00 (cash, money order or check made to Trinity Health)
☐ **3** sealed **REFERENCE FORMS** (see link on website or request forms from a program official)
☐ **OFFICIAL COLLEGE TRANSCRIPTS** – unofficial transcripts are acceptable to confirm coursework & GPA (must be 2.75) until Fall grades have posted but Official transcripts must be sent as soon as available
☐ **HIGH SCHOOL TRANSCRIPT**
☐ **Did you receive CONFIRMATION from program director that application and supporting documents were received and are complete?** *If you do not receive confirmation in a timely manner, it is your responsibility to contact the program director before January 1.*

General instructions on how to apply (see Policy Manual for details on the entire admission scoring process)

1. Return the completed and signed **APPLICATION FORM** by e-mail/fax/mail/hand delivered to address above along with the non-refundable **application fee** for $35.00 (check or money order);

2. **Applicant themselves must return 3 sealed REFERENCE Forms** (found under the Application Forms link or upon request from program officials) carefully following these instructions:
   a. References should not be relatives, but someone who knows you well and can give honest feedback about you. If possible, one should be an *employment* reference, one should be an *academic* reference and one should be a *personal* reference.
   b. Applicant must review the Applicant's Option to Waive on the Reference Form and determine whether to sign the waiver *before* giving the forms to your references.
   c. Applicant must give the Reference Form to your reference, ask them to complete it, seal it in an envelope with their signature across the seal and return to you
   d. **Applicants must mail or hand deliver the 3 sealed REFERENCES directly to the address above**. *Your application will not be considered complete if all 3 References are not returned as set forth.*

3. **Applicants must request/order their official COLLEGE TRANSCRIPTS. If transcripts are from an electronic transcript service, send them to the Program Director's email and inform the Program Director to expect the electronic transcript. A**pplicants **may also mail or hand deliver their printed official transcripts with the application.** Unofficial transcripts can be submitted before Fall grades are posted as well, but an official one must be received before your interview. *Your application will not be considered complete if your official transcripts are not returned as set forth.*

4. **Applicants must order/request official HIGH SCHOOL TRANSCRIPTS** and ensure they are sent electronically or to the address above by the applicant or school.

REVIEW OF MINIMUM REQUIREMENTS   (See Policy Manual for full details)

Age: Applicants must be at least **18** years of age.

Education: The American Registry in Radiologic Technology (ARRT) is the only certifying agency in the United States offering credentials in medical imaging and requires candidates applying to become a Registered Technologist (R.T.) by taking the ARRT radiography exam to first 1) possess *at least an associate degree,* **and** 2) complete an ARRT-approved clinical educational program (like this one).

In accordance, Program applicants must demonstrate evidence of:

1) having earned a(n) **associate or baccalaureate degree**; or

2) **current enrollment in a degree program** that will earn the applicant an associate or baccalaureate degree *before* beginning the Program.

Regardless of the degree held by the applicant, satisfactory completion of the following post-secondary college courses are required to be considered for admission to the Program to earn a clinical certificate in radiography:

The Program's Required Post-Secondary (College) Courses
• 1 semester advanced level math (College Algebra, Precalculus, or Statistics)
• 2 semesters/1 full year of Anatomy and Physiology
• 1 semester of Physics
• 1 semester of Medical Terminology
• 1 semester of social/behavioral science course (Psychology, Sociology, Ethics)
• 1 semester of Oral Communication/Speech
• 1 semester of English Composition

GPA: The applicant must have a minimum cumulative college GPA of **2.75** at the time of application.

Other: There are also specific technical, personal and ethical specifications that an applicant must possess and attest to, which are detailed in the Application.

***** *If you have **not** received confirmation from the program director by January 1, you will **not** be contacted for an interview. If you have received confirmation from the program director by January 1, you will be contacted in December to set up a personal interview that usually takes place in mid-January. Please feel free to contact the program director for any questions about the process. *******