

**MERIDIAN TECHNOLOGY CENTER**  
**Radiologic Technology Program Admission Procedure Checklist**  
 (Check box for each step as it is completed)

<b>Step 1</b> <input type="checkbox"/>	<p><b>ATTEND APPLICANT ORIENTATION and COMPLETE ASSESSMENT:</b> Sign up and schedule an appointment for the written admission assessment. Choose only one date and time. The assessment and orientation are scheduled together.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wednesday, February 27, 2019 9:00-11:00 a.m.</li> <li><input type="checkbox"/> Wednesday, February 27, 2019 1:00-3:00 p.m.</li> <li><input type="checkbox"/> Tuesday, March 26, 2019 9:00-11:00 a.m.</li> <li><input type="checkbox"/> Tuesday, March 26, 2019 1:00-3:00 p.m.</li> <li><input type="checkbox"/> Wednesday, April 24, 2019 9:00-11:00 a.m.</li> <li><input type="checkbox"/> Wednesday, April 24, 2019 1:00-3:00 p.m.</li> </ul> <p><b>Test Accommodations</b>          If you want to request testing accommodations for a documented disability, please contact Tara Kerr at 405-377-3333, ext. 395. <b><i>Requests must be made in advance of testing.</i></b></p>
<b>Step 2</b> <input type="checkbox"/>	<p><b>INSTRUCTIONS &amp; FORMS:</b> Review application and instruction packet.</p>
<b>Step 3</b> <input type="checkbox"/>	<p><b>APPLICATIONS:</b> Submit completed program application and documentation. Application for financial aid may be made prior to acceptance. Contact the financial aid office to verify available financial assistance.</p>
<b>Step 4</b> <input type="checkbox"/>	<p><b>SUBMIT SUPPORTING DOCUMENTATION:</b></p> <ul style="list-style-type: none"> <li>➤ ACT scores</li> <li>➤ Official College transcripts (from a regionally accredited college or university and/or Oklahoma Career Tech transcript)</li> <li>➤ Documentation of Oklahoma Career Tech certificate of completion (if applicable)</li> <li>➤ Documentation for prerequisite courses. Include official transcript showing completion of Anatomy and Physiology and Medical Terminology as well as completion certificates of health related training (if applicable). If a pass/fail grading system is recorded on a transcript or certificate, proof of grade C or higher must be submitted. (see list for Program Prerequisites on reverse side)</li> </ul> <p>All information must be complete and accurate to be considered applicable to the selection process. (See the selection criteria for points assigned to each category. The selection criteria for the radiologic technology program is reviewed annually for revision.)</p> <p>All materials required for application to the radiologic technology program must be submitted to Meridian Technology Center on or before the <b>APPLICATION DEADLINE: June 3, 2019</b>. Exceptions may be considered with prior approval from the program coordinator for extenuating circumstances. (Example: Transcripts with Spring semester grades are not yet accessible but verified as complete.)</p>
<b>Step 5</b> <input type="checkbox"/>	<p><b>ARRT PRE-ELIGIBILITY APPLICATION:</b></p> <p>In accordance with the American Registry of Radiologic Technologist (ARRT) eligibility requirements for certification, a candidate for certification and registry renewal must be a person of good moral character and be in compliance with the ARRT Rules of Ethics. You may contact the American Registry for Radiologic Technologists at <a href="https://www.arrt.org">https://www.arrt.org</a> or (651) 687-0048 to obtain a ruling for any of the following situations that may have an impact on your eligibility for certification:</p> <ul style="list-style-type: none"> <li>• Convicted of a crime, including a felony, a gross misdemeanor, misdemeanor, or military court martial.</li> <li>• Disciplinary actions by a regulatory authority or certification board.</li> <li>• Disciplinary actions from an educational program that you attended in order to meet ARRT certification requirements.</li> </ul> <p>Eligibility for certification may influence your decision in completing the application process. A prior conviction is not a component of the selection criteria used for admissions to the radiologic technology program. Eligibility for admissions to clinical sites providing training are established by each medical institution affiliated with the radiologic technology program. Contact the radiologic technology program coordinator for more information.</p>
<b>Step 6</b> <input type="checkbox"/>	<p><b>APPLICATION MATERIALS DEADLINE: June 3, 2019, 5:00 p.m.</b> Deadline is subject to extension at the discretion of the Selection Committee.</p>
<b>Step 7</b>	<p><b>INTERVIEW/ORIENTATION SESSION:</b> Class size is limited to ensure that optimal supervision</p>

<input type="checkbox"/>	and educational opportunities are available. The highest ranked applicants, based on the accumulative points identified in the selection criteria, will progress to the next phase in the selection process. These applicants will be contacted to schedule an interview with the selection committee. Participation in the interview/orientation session does not automatically grant acceptance into the program. Dependent upon class size, the highest ranked applicants will be selected for program admission.
<b>Step 8</b> <input type="checkbox"/>	<b>NOTIFICATION OF SELECTION STATUS:</b> Applicants will be notified of their selection status (accepted or not accepted) by letter following review of application materials. Applicants who are not accepted may request an explanation for rejection within 15 days from the date of notification marked on the rejection letter. Requests must be submitted in writing to the Radiologic Technology Coordinator. All decisions made by the selection committee are final.
<b>Step 9</b> <input type="checkbox"/>	<b>COMPLETE PROCESS:</b> If accepted, complete a Career Program Enrollment form and pay deposit by <b>a date that will be indicated in acceptance letter</b> in the Career Planning Center.

**You must submit your application and all other documents by the June 3 deadline in order to be considered a candidate.**

## **Radiologic Technology Prerequisites –**

### **1. Degree Completion**

Qualified applicants must have completed a minimum of an associate degree or higher. The degree granting institution must be accredited by a mechanism acceptable to the American Registry of Radiologic Technologists (ARRT). A list of acceptable accreditation mechanisms may be accessed at <https://www.arrt.org/Education/>. Check to see if your degree will meet the ARRT certification eligibility requirements. (Note: Most state colleges and universities meet this requirement.)

Consideration may be given to applicants who are within 15 credit hours of degree completion. The degree must be completed prior to completion of the radiologic technology program. Effective January 1, 2015, completion of an accredited educational program **and** degree completion are an eligibility requirement to sit for the ARRT certification examination.

*General Education courses are to include a minimum of 3 credits hours each in mathematical/logical reasoning and written/oral communications. Additionally, the general education prerequisites include a minimum of 9 credit hours of electives selected from any of the following areas: Arts and Humanities; Information Systems; Social/Behavioral Sciences; Natural Sciences.*

*The evaluation of the equivalency of education courses will be aligned with the Oklahoma State Regents for Higher Education found at [www.okhighered.org/transfer-students](http://www.okhighered.org/transfer-students).*

**And**

### **2. Anatomy & Physiology (must achieve a grade of C or better)**

If your degree did not include an Anatomy and Physiology course you must take the course independently. Anatomy and Physiology course(s) may be taken separately or as one course at a college or university. Course HL000454, HL00046 or equivalent from an Oklahoma Career and Technology Education Center may substitute for this course. If a pass/fail grading system is recorded on a transcript or certificate, proof of grade C or higher must be submitted.

**And**

### **3. Medical Terminology (must achieve a grade of C or better)**

If your degree did not include a Medical Terminology course you must take the course independently. Course HL00342, HL00054 or equivalent from an Oklahoma Career and Technology Education Center may substitute for this course. If a pass/fail grading system is recorded on a transcript or certificate, proof of grade C or higher must be submitted.