Community College of Allegheny County
Radiation Therapy Technology (RTT) Program
Admissions Policy, Procedures and Requirements

The **Certificate program** is structured for applicants who have already earned an A.S. or B.S. in Radiologic Technology (Radiography or x-ray). This program is offered at the start of every fall.

The **Associate degree program (AS)** is structured for all other applicants and is only offered as a fall start every other year, in odd years.

**What are some general guidelines and policies?**

- Application packets are only accepted between January 1 and March 31.
- Enrollment is based upon the availability of clinical facilities, the quality of the applicant pool and current employment market conditions. This is generally about 12 students per program.
- **A minimum GPA of 2.5** is required to apply.
- The academic structure of the programs does not accommodate part-time students, transfer students, advanced placement students, or early release/graduation from the programs.
- CCAC and those responsible for the administration and management of the RTT Programs consider each applicant for admission without regards to age, sex, race, color, religion, ancestry, national origin, handicap, or veteran status.
- Refer to the CCAC Student Handbook for other policies on the [www.ccac.edu](http://www.ccac.edu) website.

**What is the procedure to apply?**

1. Review all information on the Radiation Therapy webpage.
2. Complete the prerequisite courses.
3. Call or email the Allied Health secretary if you have additional questions:
   - Sue Manno: 412-237-2681 or smanno@ccac.edu
4. **Apply** to CCAC if not already a CCAC student.
5. Apply to the Radiation Therapy (RTT) program by submitting a complete application packet during the application window to the program address:
   - Sue Manno
   - Radiation Therapy Program- application
   - Community College of Allegheny County-AC-M613
   - 808 Ridge Ave. Pittsburgh, PA 15212

**What does a complete application packet include?**

1. Allied Health Application
2. Career essay
3. Resume
5. Official transcripts (may be submitted independently from academic institution)
6. Shadowing and video observations (AS only) or ARRT score (Certificate only)

**What are the prerequisite courses for the Associate of Science program?**

- “C” or higher in:
  a. College-level **Intermediate Algebra**
  b. College-level **General Biology** or Introduction to Biology
  c. College-level **Basic Physics**
- AP HS classes with a grade of an “C” or higher may be considered as substitutes.
• Applicants should have completed at least 2 of the prerequisites and may be enrolled in the third at the time of the spring semester application window.

What are the instructions for completing the application packet?

1. Complete the Allied Health Application, also located on the www.ccac.edu webpage.
2. Career essay
   a. 2 pages- double spaced, paragraph essay form, thoughtful, organized, correct grammar.
   b. A brief description of the radiation therapy profession with an explanation of career goal(s) and why you should be accepted into the program. Include leadership positions, community service, previous healthcare experience, customer service, or life experiences that support your motivation, qualifications or academic record.
3. Resume
   a. 1 page, up-to-date, professional, health-related or customer service experiences, responsibility, community participation, demonstrates skills
   • Referral letters may be from a previous employer, youth leader, instructor, guidance counselor, pastor, community service leader you volunteered with, or non-related person who knows you well enough to provide an example that supports your work ethics, goals, and personal attributes.
   • Some authors choose to submit these independently. Mail to program address listed above.
5. Official transcripts from:
   • High school.
   • Candidates who hold a bachelor’s degree or higher do not need to submit high school transcripts at the time of application, but may be required to do so by the CCAC admissions office later.
   • All post-secondary schools attended.
   • Electronic requests for official transcripts are usually free and may be sent directly to the RTT program address listed above.

Associate of Science applicants only:

6. 4-hour shadowing/observation documentation
   • Applicants make their own arrangements at one (or more) site(s) of their choice, preferably at a facility associated with the RTT program (see clinical affiliates list).
   • Print the Shadowing form to take with you. They will send it back to the program.
   • Some facilities may request current clearances and/or immunizations before you may attend. Contact the supervisor of the RTT department of your choice to schedule observation and receive more information on possible requirements.

7. View career video from:
   • WORKING IT: Radiation Therapist
   • Radiation Therapy Career overview
   • Dr. Kit
   • Indicate at least one thing you learned from the videos and note the date of observations in the career essay.

Certificate applicants only:

   Documentation of:
   • more than 1 year professional work experience as a radiographer, OR
   • ARRT Radiography exam score, OR
• If still enrolled in Radiography Program, the most current transcripts and grade summary progress up to that point of application signed by an official representative of the program, with anticipated graduation date.
• Applicants must pass the radiography program and ARRT registry exam with a minimum score of 80% prior to the start of the RTT program or the seat will be forfeited.

When will I know if I have been admitted or not?
• The evaluation process takes after the March 31st deadline, when all applications have been received.
• Applicants who are qualified for the interview stage will be notified via email letter by mid-April.
• Accepted applicants will be notified via email letter by May 1.

How are candidates chosen?
• Each applicant will obtain a score in a preliminary screening process based on prerequisite grades, cumulative GPA (especially math and science scores), career essay communication, observation feedback, recommendation comments, customer service and other related experience(s).
• Applicants with the highest point totals will be selected for an interview.
• Seating is limited and reserved for highly qualified applicants.
• 3 applicants will be placed on a wait-list, who may be offered a position should a vacancy occur on the original roster. Seats may be offered up through the first day of class of the fall semester.
• The Program reserves the right to re-evaluate and potentially rescind an offer of admission should adverse conditions involving the student's academic, clinical, and/or professional performance develop between the time of notification and the start of the program.

What are other requirements once accepted into the program?
• After acceptance notification, applicants will receive instructions for registration, textbooks, obtaining and submitting a physical exam, immunizations, and background checks.
• Do not obtain background checks until after notification of acceptance. Background checks dated before the notification of acceptance will not be accepted.
• Background checks include:
  • State Criminal Background Check
  • FBI Fingerprinting
  • PA Child Abuse

Academic Requirements:
• Students must maintain a “C” or better in all program courses and an overall GPA of 2.5 or higher. “RTT” courses use the CCAC Allied Health Program Grading Scale:
  • 100-93 A
  • 85-92 B
  • 75-84 C
  • 74 and below is considered failure for program specific (RTT) courses and grounds for academic probation and/or dismissal from the program.
• Non-“RTT” courses use the standard CCAC grading scale.
• Students are also required to complete a student learning portfolio and score 75% or better on a final mock certification examination in order to graduate from the RTT Program.

Fees/Obligations:
• Students are responsible for their own transportation, transportation costs and potential parking fees at clinical facilities. Most sites offer free parking.
• Current college tuition and fees.
• Required books and supplies (variable, about $400-certificate, $800-AS).
• Scrubs (plain colored, avoid patterns/ bright colors) or appropriate clinical attire.
• Radiation monitoring device (about $50/semester).
• Medical examination, immunizations, lab work (variable with medical coverage).
• Criminal background check and other clinical site screens as necessary (about $90).
• Registry exam review webinar (about $100).
• Registry application fee ($200).
• Graduation fee ($20).

Clinical information:
• Clinical hours are from about 8:00 am to 4:30 pm or as the patient load permits.
• There are no clinical hours in the evenings or on weekends.
• The clinical affiliates list is on the RTT program web page.
• Students are placed at a different free-standing or hospital-based clinics each semester.
• Students have the option to submit their choices, but clinical assignments are determined in a non-discriminatory manner at the discretion of the program based upon facility workload and maximum capacity limitations, advanced technology opportunities, facility restrictions, as well as each student’s educational needs, prior learning experiences, and required clinical proficiencies.

Clinical days:

<table>
<thead>
<tr>
<th>Certificate program</th>
<th>Associate program</th>
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</thead>
<tbody>
<tr>
<td>Fall: Monday, Wednesday, Friday</td>
<td>Fall 1: No clinic</td>
</tr>
<tr>
<td>Spring: Monday, Wednesday, Friday</td>
<td>Spring 1: Tuesday, Thursday</td>
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<tr>
<td>Summer: Monday-Friday</td>
<td>Summer 1: Monday- Friday</td>
</tr>
<tr>
<td></td>
<td>Fall 2: Monday, Wednesday, Friday</td>
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<tr>
<td></td>
<td>Spring 2: Monday, Wednesday, Friday</td>
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<td>Summer 2: Monday-Friday</td>
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For more information:
• See the FAQ, Technical and Behavioral Standards and other links on the RTT web page.
• Contact the Allied Health Secretary, Sue Manno at 412-237-2681 or smanno@ccac.edu