

Greetings:

Thank you for your interest in the **Radiologic Technology program at Cleveland University-Kansas City (CUKC)**. The material included in this packet will describe the enrollment requirements for professional Radiologic Technology courses (RDTC). Upon successful completion of CUKC's Radiologic Technology program and graduation requirements, graduates are awarded an Associate of Applied Science in Radiologic Technology degree, which meets the American Registry of Radiologic Technologists (ARRT) educational requirement for radiography. State licensure varies by state, so please contact the state you wish to practice in for state licensure requirements.

You will be advised of additional tasks and documentation that must be completed prior to starting "RDTC" courses. Failure to complete these items will result in ineligibility for enrollment.

If you have questions about the Radiologic Technology program, please contact Jason Elliott, M.H.A.,CRA, R.T.(R)(CT), AASRT program director, at jason.elliott@cleveland.edu or by phone at (913) 234-0622.

We look forward to working with you.

Sincerely,

Radiologic Technology Program Faculty



Mission, Vision

Mission

Cleveland University-Kansas City's Associate of Applied Science degree with a major in Radiologic Technology provides students with both the academic and technical foundations to competently and safely perform radiologic procedures, to prepare qualified imaging technologists who will ethically respond to the needs of patients with technical competence and compassion, and to assume a vital professional role as a medical team member.

Vision

Cleveland University-Kansas City's Radiologic Technology program will be recognized as:

- a leader in radiologic technology education
- the program of choice for radiologic technology students, and
- the employer of choice for educators in the discipline of diagnostic X-ray.

General Program Information

The CUKC A.A.S. in Radiologic Technology degree is 75 credit hours, including 24 credit hours of general education and prerequisites and 51 credit hours of professional Radiologic Technology courses designed to be taken on a full-time status. All courses are delivered in an eight (8) week module. All courses are sequenced to ensure an optimum educational experience.

Curriculum is competency based and follows the requirements of the American Society of Radiologic Technologists (ASRT). Professional Radiologic Technology didactic courses are conducted on campus during evening hours, 6-10 p.m. The student's clinical education occurs at affiliated medical and imaging facilities in the surrounding communities. Clinical schedules vary by assignment and may include daytime hours, evenings, and/or weekends.

Upon successful completion of Cleveland University-Kansas City's Radiologic Technology program, the student will be awarded an Associate of Applied Science degree in Radiologic Technology. The A.A.S. in Radiologic Technology meets the educational requirements for the American Registry of Radiologic Technologists (ARRT) primary certification and registration in radiography.

Associate of Applied Science (AAS) Radiologic Technology

Required criteria for RDTC courses

1. Completion of 24 credit hours of general education coursework. Must complete math and science courses with a "B" or better and all general education courses with a "C" or better.

General Education Courses (24)		
ENGL 101	English Composition I	3
SPCH 101	Speech	3
PSYC 110	General Psychology	3
**COMM 201	Communication and Diversity	3
*BIOL 250	Anatomy and Physiology I	4
*BIOL 251	Anatomy and Physiology II	4
*MATH 115	Math for Natural Sciences	3
*HSCI 102	Health Science Terminology	1

*Must be completed with a "B" or better, must be completed within five years of application

**Diversity Requirement: The diversity requirement may be met with a 3-credit hour course encompassing more than one perspective in the following areas: Culture, Gender, Sexual Orientation, Social Class, Race, Age, Ethnicity, Ability or Religion.

2. Submit completed AASRT Disclosure packet
3. Complete entrance assessment
4. Participate in a program information session

NEXT STEPS

- 1) Register with the University's document management system, Validity. This is a professional entity CUKC uses to provide a variety of screenings and checks that are necessary for careers in the healthcare field. Validity will manage these records for you during your career, giving you a convenient way to provide your information to employers. CUKC chose Validity because of their reputation for meeting compliance standards and providing exceptional client care. Only you and authorized CUKC staff can view the details of the results.
- 2) Register with the State of Missouri DHSS Family Care Safety Registry.
- 3) Submit background checks through the University's document management system.
 - To allow adequate time for results to be generated, it is recommended to register and complete the background checks a minimum of two weeks prior to the start of RDTC courses. RESULTS must be received prior to the start of radiologic technology courses. The University's document management system will send results directly to CUKC.
 - You are required to report to CUKC changes to your background history occurring after background results are received.
 - If you have been convicted of a misdemeanor or felony may be denied acceptance to the program without further reason.
- 4) Submit a urine drug screen through the University's document management system.
 - To allow adequate time for results to be generated, it is recommended to register and complete the urine drug screen a minimum of two weeks prior to the start of RDTC courses. RESULTS must be received prior to the start of radiologic technology courses. The University's document management system will send results directly to CUKC.
 - If the urine drug screen is positive for illegal drug use, you will not be allowed to continue in the program.
 - You must comply with CUKC's Radiologic Technology program "Drug Screening Policy." Violation or failure to comply with the "Drug Screening Policy" during program enrollment will result in program dismissal.

The following must be completed by the date designated by the program clinical coordinator. Failure to complete and upload all items to the Document Management System by the date designated by the program clinical coordinator may result in dismissal from the program.

- Complete a physical examination and upload the Physical Examination form to the University's document management system. The Physical Examination Form can be downloaded and printed from the students' document management account.
 - To allow adequate time for results to be generated, it is recommended that you to complete the physical examination a minimum of two weeks prior to the start of the designated due-date. The University's document management system will send results directly to CUKC.
 - You may choose where to have your physical examination completed.
 - The form must be completed and signed by a nurse practitioner, physician assistant, medical doctor, or doctor of chiropractic.
 - If you are currently attending CUKC, you may have the physical completed in the CUKC Student Health Clinic free of charge.
- Upload the completed Health Record/Immunization form and official documentation to the University's document management system for the following immunizations. The Health Record/Immunization form can be downloaded and printed from your Validity Screening Solutions account.
 - Tdap
 - MMR (Measles/Mumps/Rubella)
 - Varicella (Chickenpox)
 - Hepatitis B and/or Hepatitis B titer
 - Covid-19 voluntary declaration form (with documentation if voluntarily vaccinated)
- Upload current CPR certification card (must be American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers) to the University's document management system.
 - CPR certification must be maintained and current throughout the duration of the program. Failure to maintain current CPR certification will result in removal from clinical education until proof of current CPR certification is received. Time missed will contribute to the "Attendance" policy detailed in the AASRT Program Handbook and may result in an "XF" and dismissal from the program.
- Prior to entering clinical education, the following will be required annually at your expense:

- TB (Tuberculosis) In the event the skin test is positive, a documented negative chest X-ray may be required at your expense.
- Influenza. Required during flu season.
- You must comply with CUKC's Radiologic Technology program immunization policies. Failure to comply will prevent you from entering or removal from clinical education. Time missed will contribute to the "Attendance" policy detailed in the AASRT Program Handbook and may result in an "XF" and dismissal from the program.

Additional Information

Program Enrollment Process

Qualified program candidates are ranked in an objective, numerical format. A predetermined number of qualified candidates are notified of acceptance to RDTC classes, and all other qualified, but not selected candidates are placed on an alternate list. Should you fail to meet all program requirements, your seat will be forfeited, and an alternate will be offered the vacant seat. Alternates may be contacted up to the first add- drop date of RDTC classes.

Professional Education

Professional radiologic technology courses (RDTC) are delivered in a lock step, competency-based format.* Each module, students are scheduled to specific courses as a cohort. This facilitates satisfactory progression in the radiologic technology program. There is no deviation from the course sequence determined by program officials. All radiologic technology professional courses must be completed with a grade of "C" or better. If eligible, a failed course or withdrawn course must be repeated during the next module it is offered, pending clinical availability.

***Refer to the AASRT Student and Clinical Handbook for "RDTC" course sequence.**

Fees

University Fees

Estimated fees for the Radiologic Technology program are listed below. You will have expenses not reimbursed by the University and should budget accordingly. (e.g., physical examination, textbooks, scrubs, shoes, transportation, immunizations, etc.) You may have additional fees and expenses related to attendance at CUKC and should refer to the CUKC Catalog for a complete listing of tuition, fees, and expenses. CUKC reserves the right to increase tuition and fees whenever deemed necessary without prior notice.

A partial list of out-of-pocket expenses, paid by student directly or to vendor. Other than those conducted through Validity, certain fees may be paid at various times. Contact the Clinical Coordinator for details and assistance in this process.		
Validity, CUKC's document management system. (paid by CUKC)		
Registration	\$30	
Background Screening. (SSN check, city, county, national criminal background checks)	\$32	
Drug Screening. (10-panel urine drug screen)	\$30	
Missouri Family Care Safety Registry (CSR) Application + Tracking	\$3	
Health Care Sanctions Registry (FACIS-level 3)	\$5	
Quick Screen and Multi-state Sex Offender Registry	\$5	
Credit Card Processing Fee (if applicable)	\$2	
Subtotal/Estimated Validity Expenses paid by CUKC	\$107	\$107
Estimated Fees Paid Directly to Vendor by student		
Physical Examination (estimated)	\$150	
Immunizations estimates (If records are unavailable) including annual flu shot and TB screening)	\$500	
Textbooks (estimated)	\$1,500	
Scrubs (compliant with dress code), 4-pair	\$160	
ARRT Certification Examination (Semester 4)	\$200	
Subtotal/Estimated Fees Paid Directly to Vendor by student	\$2,510	\$2,510
Program Fees Paid to CUKC by Student		
Program Application Fee	\$50	
Tuition Deposit (non-refundable)	\$200	
Subtotal/Fees Paid to CUKC by Student	\$250	\$250
Program Fees included in tuition (paid by CUKC)		
CPR Certification Training (estimated)	\$70	
KSRT Student Membership	\$50	
ASRT Student Membership	\$70	
Anatomical Markers (2 sets)	\$40	
Clinical Tracking – Trajecsys	\$100	
Dosimetry Badges	\$162	
Course lab fees (estimate)	\$205	
Graduation Fee	\$160	
Liability Insurance	\$88	
Subtotal/Lab Fees paid by CUKC	\$945	\$945
Total of Estimated Fees		\$3,812

Background Check/ARRT Ethics Review Pre-Application/Drug Screening Policy

Background Check Policy

Upon acceptance to the Radiologic Technology program, background checks will be required prior to the first day of RDTTC classes. Negative findings on background checks may be cause for program disqualification.

In compliance with the terms of clinical site affiliation agreements, students will be subject to a variety of background checks prior to entering the clinical education phase and throughout the duration of the program. Background checks may include, but are not limited to, state and/or federal criminal background checks, Family Care Safety Registry, Employee Disqualification Lists, Sex Offender Registries, US Department of Health and Human Services database, and the Offices of Inspector General's database. Students may be responsible for associated fees.

It is at the discretion of each affiliated medical facility to implement individual standards and requirements regarding student admittance for educational purposes. The program cannot and does not guarantee student acceptance at a clinical education site, as clinical affiliates retain the right to refuse placement of or dismiss a student from their facility. If a student is denied acceptance or dismissed from a clinical facility based on their background status, the student will fail the clinical course, be dismissed from the program, and become ineligible for re-entry to the program.

It is the responsibility of the student to immediately report any changes to the status of their background history to the radiologic technology program director. Changes to the student's background check status or failure to notify CUKC's radiologic technology program director of changes to the background check status may result in dismissal from the program. The program and the University will not modify the curriculum for students who have an unsatisfactory background status.

ARRT Ethics Review Pre-Application

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirements for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credentialing examinations and granting licensure or certification to an individual with a criminal record.

The American Registry of Radiologic Technologists (ARRT) Application for Certification and Registration expressly requires disclosure of all misdemeanor and felony convictions in a court, and similar offenses in a military court-martial; excluding speeding and parking violations not involving alcohol and/or drugs, and offenses committed as a juvenile that were adjudicated through the juvenile court system.

Convictions or failure to disclose convictions may negatively impact an applicant's eligibility for ARRT certification and registration. Applicants and students are encouraged to read ARRT's Radiography Certification and Registration Handbook and investigate ARRT's definition of "conviction."

<https://www.arrt.org/>

CUKC encourages applicants and students that have convictions, as defined by ARRT, to complete the ARRT Ethics Review Pre-Application to establish certification and registration eligibility. The CUKC Radiologic Technology program director is available to assist with the process; however, it is the student's sole responsibility to complete and submit the application.

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

Drug Screening Policy

Upon acceptance to the Radiologic Technology program, a drug screen will be required at a place designated by CUKC prior to the first day of RDTTC courses. A positive drug screen documenting illegal drug use will result in program dismissal.

Radiologic technology students are subject to drug screenings at any time throughout the duration of the program per the request of clinical affiliates or authorized Cleveland University-Kansas City representatives. Failure to cooperate, tampering with the test or process, and/or a positive drug screen documenting illegal drug use will result in dismissal from the program. Students may be responsible for associated fees.

Immunization Policy/Health Status Policy/CPR Certification

Immunization Policy

Cleveland University-Kansas City's AASRT program follows the CDC Healthcare Personnel Vaccination Recommendations. By the due date designated by the Clinical Coordinator, students must have on file official documentation of vaccination or immunity for: tetanus- diphtheria- acellular pertussis, measles, mumps, rubella, varicella, hepatitis B, Covid-19 declaration (with documentation if voluntarily vaccinated).

*Some clinical education sites have, or may in the future, require Covid-19 vaccination for students -assigned to their clinical location. Failure to voluntarily declare Covid-19 vaccination status and/ or failure to complete vaccination to Covid-19 will prevent placement at, or the removal from, sites requiring Covid-19 vaccination and may impact clinical opportunities and/ or successful completion of the program.

RDTc, students must remain on schedule for: additional dose requirements and titers, must not allow Tdap immunization to lapse and must receive annual two-step tuberculosis (TB) testing and influenza vaccination by the date designated by the AASRT program clinical coordinator. In the event the TB skin test is positive, a chest X-ray will be required before the student can enter or return to clinical education. A confirmed diagnosis of tuberculosis will result in the inability to enter, or removal from, clinical education and may prevent successful and/or timely completion of the program.

The AASRT program and/ or a clinical education site may revise clinical eligibility requirements, including immunizations, at any time. In the event a student is unable to meet or maintain requirements for an individual site, a student will not be eligible for placement at and/ or will be removed from that site.

Non-compliance with the Immunization Policy and/or failure to meet and maintain CUKC AASRT Clinical Education Eligibility requirements will prevent the student from entering and/or will result in removal of the student from clinical education until compliance is met. Time missed due to Immunization Policy non-compliance will follow the "Attendance Policy" detailed in the AASRT Program Handbook. All required immunizations or testing to maintain compliance is at the student's expense.

CPR Certification

American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Provider Certification is required for all radiologic technology students. Proof of current BLS for Healthcare Provider certification must be provided by a date designated by the Clinical Coordinator and must be maintained current throughout the duration of the program.

Allowing CPR certification to lapse during the program will result in removal from clinical education. Time missed due to a lapse in CPR certification will contribute to the University Attendance policy. Obtaining and maintaining CPR certification will be done on the student's time and expense.

Technical Standards

All students are required to meet and maintain the AASRT program's established technical standards. Students must demonstrate the ability to deliver radiologic technology services in a safe and effective manner under the supervision of an ARRT registered and certified radiologic technologist. All students must meet the academic and technical standards for admission or participation in the AASRT program with or without reasonable accommodation. The technical standards outlined below are necessary skills and abilities for successful completion of this program. It is the student's responsibility to disclose any limitations that might interfere with his/her meeting these standards.

Accommodations

Persons with disabilities are eligible for admission as long as they can carry out classroom, laboratory and clinical assignments, patient/client intake, assessment and techniques, or the equivalent; pass written, oral, and practical examinations and meet all the requirements of the University and AASRT program.

Cleveland University-Kansas City will make reasonable accommodations for disabilities. Applicants and students are welcome to discuss any disabilities that they believe will hinder their completion of the curriculum. To access disability services or accommodations, students must initiate a request for service and complete the eligibility determination process.
<https://www.cleveland.edu/campus-life/students-with-disabilities/>

Technical Standards

- Lift, move and transport patients (in excess of 50 pounds) to and from various ambulatory devices, (wheelchair, stretcher, hospital bed, and radiographic table) without causing undue pain or discomfort to patient or oneself.
- The ability to spend prolonged periods of time walking, standing, sitting, bending, reaching, pushing, and pulling.
- Position patients for various radiologic examinations. This requires physical touch.
- Manipulate X-ray equipment into proper positions, including fixed and mobile units. This requires upper and lower body dexterity.
- Recognize audio sounds (bells, buzzers, etc.) and visually distinguish colors.
- Respond immediately to emergency situations that may otherwise jeopardize a patient's physical state if prompt care is not administered.
- Evaluate written requisitions for radiographic procedures.
- Communicate (verbal and written) the explanation of procedures and give effective instructions to a patient.
- Obtain medical histories of patients and communicate this information to appropriate members of the healthcare team.
- Visually evaluate radiographic images.

Acknowledgement Summary

Enrollment to radiologic technology courses

- I understand that RDTC courses have additional program-specific enrollment requirements that must be met by due dates determined by the University and/ or AASRT program.
- I understand that I will be required to attend a mandatory orientation prior to the start of the first radiologic technology course and that I will make the necessary arrangements to attend this orientation in its entirety.

University Publications

- I can locate, and have read, the CUKC Academic Catalog and CUKC AASRT Student & Clinical Handbook and understand they are subject to change.
- I understand and agree to comply with all CUKC and AASRT policies and procedures.
- I understand that CUKC reserves the right, without prior notice, to make changes, at any time, to the material contained in University and AASRT program publications. Students will be notified of revisions by the publication of an addendum or a complete revision of the publication on the University website. Changes become effective immediately upon notification by posting.
- I understand that the AASRT program has many policies and procedures that are specific to the Radiologic Technology program. Should a policy or procedure in the AASRT Student & Clinical Handbook differ from other University publications, I understand that the Radiologic Technology Student/Clinical Handbook takes precedence over any and all other University publications.
- I understand that it is my responsibility to review, understand, and comply with the policies and procedures within the University Catalog and AASRT Student & Clinical Handbook. As a condition of admission, I consent to all rules, policies, and procedures of Cleveland University-Kansas City and the CUKC AASRT Program. I further understand the governing rules, policies, and procedures are subject to review and change at any time.
- I have read CUKC's AASRT Background Check and Drug Screening Policies, understand my responsibilities, and understand how they impact successful completion of the AASRT program.

Classroom Resources

- I understand that I am required to purchase all necessary textbooks for all professional radiologic technology courses. I understand that I must have textbooks with me on the first, and every class period, and assignments will be made starting the first day of each class. The instructor does not maintain extra copies and I will not be allowed to make copies of someone else's book due to copyright laws.
- I understand that the CUKC AASRT program advises that I not rent or sell any textbooks purchased for professional radiologic technology classes, as many textbooks are used for more than one class, and I will need them at the end of the program to study and prepare for the ARRT examination.
- I understand that I am advised to purchase new textbooks for radiologic technology courses as many textbooks contain CD's and/or codes for supporting resources. I understand that if I purchase a used textbook that does not contain the appropriate CD/code, or the CD/code cannot be used, I will be required to purchase a new textbook that has the correct CD/ code that can be used.

Course/Clinical Education Information

- I attest that I can meet the AASRT Technical Standards with or without reasonable accommodation.
- I understand that the program consists of a combination of classroom lectures/labs on campus and clinical education at affiliated institutions off-campus. Lectures/labs will be conducted during the evening from 6-10 p.m.
- I understand that clinical education schedules vary and may include daytime hours, evenings, weekdays and/or weekends. Clinical education hours will occur between 5 a.m.- 11 p.m., but not more than ten (10) hours per day.
- I understand that CUKC cannot guarantee clinical site placement or licensure, certification, or registration with any federal or state agency or professional organization.
- I understand that my class/clinical schedule will vary each module and that I will take a combination of didactic and clinical education courses. I understand that I will need the ability to adjust and be flexible in order to be successful in the program.
- CUKC affiliates with a variety of institutions in the Kansas City Metropolitan area and surrounding communities. I am aware that it is my responsibility to maintain reliable transportation and that I may be assigned to a clinical facility up to 150 miles, one way, from Cleveland University-Kansas City or my legal residence. I understand that I am advised to budget for fuel and transportation expenses when calculating the total cost of my education.
- I understand that clinical site placement is entirely determined by the clinical coordinator and program director and that student requests to attend a clinical site will not be considered. I understand that the decision of where I am placed is wholly based on where I can receive the best and most appropriate clinical experience for my individual needs.
- I understand that CUKC affiliates with third-party healthcare institutions to facilitate my clinical education while in the program. All these institutions require CUKC to comply with their policies for clinical placement and maintain documentation as such. I agree to comply with these policies and authorize CUKC to release, either verbally or in writing, my personal documentation to necessary parties to facilitate my clinical education.
- I understand that I must maintain personal healthcare insurance as an element of Clinical Eligibility, at my own expense.
- I understand that I must receive a "C" or better to successfully pass "RDTC" courses. I understand that receiving a combination of any two of the following will result in academic dismissal from the program: "F," "XF," or "W."
- I understand that all RDTC courses must be taken in the prescribed sequence. I understand that if I fail or withdraw from a course, I will be unable to take any further courses until the failed/withdrawn course is successfully repeated and passed. Repeating a failed or withdrawn course is dependant upon program eligibility and clinical site availability.
- I understand that the program or instructors can require extra activities outside of normally scheduled classroom hours, such as: procedure practicums, pre-clinical practicums, clinical orientation, or mandatory tutoring.
- I understand that the AASRT program enforces a strict clinical dress code. I understand that I should budget for out-of-pocket expenses for required scrubs, shoes, anatomical markers, and other dress code components. I have read and understand the clinical dress code in the AASRT Student & Clinical Handbook. I understand that clinical dress code must be worn to all didactic RDTC course labs.
- I understand that CUKC affiliates with third-party healthcare institutions to facilitate my clinical education while in the program. I authorize CUKC to release, either verbally, electronically, or in writing, my personal documentation necessary to maintain compliance and facilitate my clinical education, including but not limited to: background check results, drug screen results, immunization records, and physical results.
- I understand that some clinical education sites require Covid-19 vaccination for my placement at their location, and clinical education sites may alter their immunization policies at any time. I understand failing to voluntarily declare my Covid-19 vaccination status, declining to be voluntarily vaccinated for Covid-19, or the inability to meet other revised clinical site requirements may prevent placement at, or removal from, some affiliated sites and may impact clinical opportunities and/or successful completion of the program.
- I understand that makeup days may be scheduled in the event of a class cancellation. I understand that I am responsible to make arrangements to be in attendance and that scheduled class and/or clinical makeup day(s) will be subject to the attendance policy in the same manner as a regularly scheduled class/clinical period.

Student name (print)

Student signature

Date