

Please submit all completed St. Vincent's Radiologic Technology Program application documents including this page in one package.

It is suggested that you either U.S. Mail as "return receipt requested" or hand deliver to verify receipt to the following BEFORE MAY 22 of the year for which you are applying for July admission. No applications are accepted after May 22. You may email Christy.mauel@ascension.org before May 22 to verify receipt.

*Radiologic Technology Program Director
Medical Sciences Education Department
1 Shircliff Way
Jacksonville, Florida 32204*

This checklist will indicate that all portions of the application listed below are included in the package, and the applicant meets all minimum requirements. **INCOMPLETE PACKAGES WILL NOT BE CONSIDERED.**

Initial to indicate enclosed:	
	Non-refundable application fee (check or money order) for \$25 payable to Ascension St. Vincent's. DO NOT SEND CASH.
	Completed and signed St. Vincent's program application form.
	Return three (3) completed St. Vincent's reference forms; one from a previous employer, one from a teacher, coach, clergy, or mentor, and one from supervisor, etc. It is not advised to use a friend as a reference. Sign, seal and return to the program director in individual envelopes.
	One page resume listing applicant's name, address, email address, phone number(s), all education institutions/degrees/dates, etc. and all employers with address and positions/dates of employment within the past five years.
	Send a 500 word HANDWRITTEN (not printed or typed) autobiographical sketch describing applicant's general background and reasons for selecting radiography as career
	A signed verification from St. Vincent's clinical instructor, or letterhead verification from another radiology department manager, documenting applicant's observation experience of a medical center's imaging department. Observation must be at least four hours in a hospital Radiology department. This experience must occur within the two years immediately preceding the May 22 application deadline. Call Radiology Clinical Coordinator no later than April 1 (308-4144) to schedule a shadow observation during weekday hours.
	Unopened technical school and/or college transcripts sealed in original envelopes from all secondary and postsecondary institutions attended must be received before the deadline. No unofficial or opened transcripts will be accepted. AA, AAS, AS or higher degree must be documented.
	Current American Heart Association BLS for healthcare providers CPR certification is required.
List GPA:	<i>Transcripts showing evidence the following minimum requirements have been met:</i>
	Minimum 2.8 cumulative total GPA high school AND college (GPA may be waived if more than ten years old). A minimum of an Associates of Science, Associate of Arts, Associates of Applied Arts
Grade/Date of completion:	<i>Courses below must be completed with final grade of C or higher and recommended completion within past five years:</i>
	▪ Intermediate Algebra (MAT 1033 or higher) College Algebra preferred
	▪ Introduction to Speech Communication or Speech Communication for Business and the Professions
	▪ General Physics, General Chemistry, Anatomy and Physiology I, or Biology
	▪ Human Relations, General Psychology, or Human Growth and Development
	▪ Recommended not required: Introduction to Computer Concepts CGS college prefix, Computer programming may not

If applicable, please include a copy of final order from ARRT regarding your eligibility to write the certification exam: see below.

Before consideration for admission, any applicant who has been charged with, pled guilty or no contest to, or been sentenced for any criminal offense in any state must contact the American Registry of Radiologic Technologists regarding this offense. The final order of the American Registry of Radiologic Technologists will determine the student's admission and progression in Radiology courses. *The final order must be included with the Application for admission to the Program.* The American Registry of Radiologic Technologists reserves the right to disapprove the writing of the National Registry to persons having been convicted of a felony or misdemeanor.

The American Registry of Radiologic Technologists®
1255 Northland Drive
St. Paul, Minnesota 55120-1155
Ph: (651) 687-0048
www.arrt.org