CITY OF HOPE SCHOOL OF RADIATION THERAPY

POLICY AND PROCEDURE MANUAL

SUBJECT:	SECTION:	PAGE 1 OF PAGES 2
	POLICIES & PROCEDURES	
ADMISSION REQUIREMENTS	INDEX UNDER:	EFFECTIVE DATE:
	PROGRAM REQUIREMENTS	1/1/91
	NUMBER:	REVISED DATE:
		03/12
	SECTION III-1.0	CROSS REFERENCE
		Section III - 27.0

1.0 POLICY STATEMENT

- 1.1 It is the policy of the *City of Hope School of Radiation Therapy* that in order for an applicant to be eligible for consideration into the radiation therapy program the following requirements must be met:
 - 1.1.1 Minimum academic requirements:
 - 1.1.1.1. Graduate from a JRCERT-accredited* Radiography Program

1.1.1.1 *JRCERT

20 N Wacker Drive, Suite 2850

Chicago, IL 60606-3128 Tel: (313) 704-5300 Fax: (312) 704-5304 E-mail: mail@jrcert.org

- 1.1.1.2. Minimum of an Associate Degree (does not have to be in radiologic sciences)
- 1.1.1.3. Minimum GPA of 2.5 for all post secondary work is required
- 1.1.1.4. General Education prerequisites to include:

Human Anatomy/Physiology

College Algebra

Pre-calculus Mathematics (or equivalent)

Written/Verbal Communication

- 1.1.1.3. Certification in "Radiography" from the American Registry of Radiologic Technology
- 1.1.1.4. Certification in "Radiography" from the State of California
- 1.1.1.5. Certification in "Cardiopulmonary Resuscitation" (Adult and Pediatric)
- 1.1.1.6. Certification in Venipuncture or document indicating satisfactory completion of training. (effective for 2013 applicants)
- 1.1.2. Physical demands:
 - 1.1.2.1 Able to lift, position, push and/or transfer patients (Reasonable accommodations will be provided to students who, after accommodation, can perform the "essential job functions")
- 1.1.3 Health and Safety conditions:
 - 1.1.3.1 Likely exposure to radiation hazards
- 1.1.4 The terms and conditions of the program may change without notice or at City of Hope's sole discretion.
- 1.1.5 The City of Hope Program of Radiation Therapy does not discriminate in admissions or employment on the basis of race, sex, national origin or ethnic group, age, religion or disability

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POLICY AND PROCEDURE MANUAL

SUBJECT (continued)
ADMISSIONS REQUIRMENTS

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2.0 APPLICATION PROCEDURE

- 2.1 Applications will be accepted until June 1st of each year for consideration for the following October program year. *In addition to the program application, the following documents must be included as part of the application:*
 - 2.1.1 COH School of Radiation Therapy application
 - 2.1.2 Official college transcripts and final transcripts from hospital training program to include the following general education prerequisites: Human Anatomy/Physiology

College Algebra

Pre-calculus Mathematics (or equivalent)

Written/Verbal Communication

- 2.1.3 Copy of A.R.R.T. "Radiography" certification and California "Radiography" certification
- 2.1.4 Copy of Venipuncture certification
- 2.1.5 Documentation of Associate Degree or Bachelor's Degree
- 2.1.6 Two letters of professional recommendation (educational and professional)
- 2.1.7 Resume and Introductory letter providing a brief statement of professional goals and personal attributes you bring to the field
- 2.1.8 Documentation of radiation therapy observation (minimum of 40 hours required)
- 2.1.9 Non-refundable fifty dollar (\$50) application fee
- 2.2. Based on the above information, interviews will be granted and scheduled.