

**COMPUTED TOMOGRAPHY
ADVANCED CERTIFICATE PROGRAM**
*The Profession and Program
at College of DuPage
Fall 2022*



Deadline Date:

June 23, 2022 at 5 pm

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Students are not accepted into this program until they receive an official acceptance letter from College of DuPage Nursing and Health Sciences Division.

Updated: 8/16/2021
COLLEGE OF DUPAGE
Health and Sciences Division
425 Fawell Blvd.
Glen Ellyn, IL. 60137-6599
www.cod.edu
(630) 942-8331

Dear Applicant:

Thank you for your interest in the Diagnostic Medical Imaging – Computed Tomography Certificate Program at College of DuPage. This packet of information has been developed to provide you with a complete overview of our program, including the process for admission.

The approved program is an advanced, certificate program; students must hold active national certification and registration from the American Registry of Radiologic Technologists (ARRT) in Radiography or hold active certification in Nuclear Medicine from the ARRT or NMTCB. A current license in medical radiation technology from the Illinois Emergency Management Agency (IEMA), Department of Nuclear Safety is also required.

We have made every effort to make the information in this packet complete. However, should you have further questions, please contact me at (630) 942-3065 or e-mail Yarshen@cod.edu. Thank you for your interest.

Sincerely,

Amy Yarshen

Amy Yarshen, MBA, CNMT
Instructor/Program Chair
Nuclear Medicine Technology,
Radiation Safety Officer
College of DuPage

**Applications are accepted until all clinical seats have been filled. Students are encouraged to contact Computed Tomography Program Chair, Amy Yarshen at yarshen@cod.edu to determine whether applications are still being accepted for a particular term.*

Computed Tomography

Computed Tomography (CT) is one of many health professions that use different types of energy to produce diagnostic images (i.e., Radiography, Nuclear Medicine, Mammography, Magnetic Resonance). Using a narrow beam of x-radiation passing through and rotating around the patient or specific body part, CT uses radiation detectors to produce a series of digital medical images of “slices” through the body in an axial plane of various thicknesses (e.g. 0.5 to 5.0 mm). These images are then displayed in cross sectional method as a computed image in different planes, such as axial or transverse, sagittal or longitudinal, and coronal. The CT procedures may also use contrast media to illustrate anatomy or function.

College of DuPage now offers an advanced certificate program in Computed Tomography (CT) to graduates of an accredited Radiography or Nuclear Medicine Program. Duties of CT Technologists may include reviewing prescription and diagnosis; acting as a liaison with the physician and supportive care personnel; preparing equipment, such as immobilization, protection devices; and maintaining records, reports, and files. They may also assist in advanced CT procedures and localizations. CT Technologists are highly skilled allied health professionals educated in cross sectional anatomy and pathology, patient care and safety, principles of computed tomography, physics, radiation safety, and quality management, along with the required clinical skills.

According to the *Radiologic Technologist Wage and Salary Survey – 2017*, conducted by the American Society of Radiologic Technologists, full-time salaries nationwide for CT Technologists averaged \$65,775. In Illinois, the average compensation listed in the 2017 survey was \$65,554. As with most professions, salary increases are seen with technologist experience.

As for the job market, the U.S. Department of Labor, Bureau of Labor Statistics *Occupational Outlook Handbook*, projects faster than average employment change until at least the year 2022. If you want further information on the profession, consult one of the following web sites:

- www.arrrt.org
- www.asrt.org
- www.acert.org
- www.issrt.org

Computed Tomography Certificate Program

The College of DuPage Diagnostic Medical Imaging – Computed Tomography Certificate Program provides a complete academic, laboratory, and clinical education for a career as a Computed Tomography (CT) Technologist. The main campus offers a state-of-the-art classroom and an installed and activated General Electric CT Scanner for practice and as a radiation laboratory for practical experiments (not for human use). The program is a 2-semester certificate program. Matriculating students must be graduates of an accredited radiography or nuclear medicine program. Students enrolled in the program attend the 6 courses within the 2-semester sequence. The 2 clinical courses are held in an affiliated CT department.

Students attend classes at the college and receive clinical experience at an affiliated medical facility. Students must provide their own transportation to and from the college and to their assigned clinical site. Clinical hours vary, but most students are done by 4:30 p.m.; the time may vary and is dependent upon clinical site assignment and meeting clinical education requirements and experience. Students who are employed, must be able to attend these courses and clinical education without interruption.

The program curriculum incorporates the national curriculum for Computed Tomography established by the American Society of Radiologic Technologists (ASRT). The curriculum includes all academic and clinical competencies required for eligibility for the American Registry of Radiologic Technologists (ARRT) national certification examination in Computed Tomography (CT). Before a student is enrolled in the College of DuPage Certificate Program in Computed Tomography can be deemed eligible to apply for ARRT or NMTCB certification, the exam applicant must fulfill the following requirements:

- The student must have successfully completed the academic requirements of the program.
- The student must have all fees and other program charges paid in full.
- The student must return all College of DuPage and clinical site property in their possession, or else remit payment(s) for lost, stolen or damaged property.

In addition to passing the CT examination, students must also be licensed in Illinois by IEMA. State licensure requirements for CT vary by state.

Program Mission Statement

The primary mission of the Computed Tomography (CT) Certificate Program is to provide advanced qualifications in computed tomography with academic, laboratory, and clinical education to the graduate medical imaging professional. This mission will be realized through the excellent facilities at College of DuPage, including the General Electric CT Scanner, state-of-the-art classroom on campus, and the busy CT departments at the affiliated hospitals and imaging centers. The program will prepare students for eligibility to sit for the national certification exam in CT administered by the ARRT and NMTCB as well as providing continuing education credits for other medical imaging professionals.

Program Goals

- Educate competent, efficient, and compassionate Computed Tomography (CT) technologists, capable of functioning in any environment.
- Provide a complete, up-to-date, competency-based curriculum.
- Educate the student to properly conduct CT procedures and administer doses of radiation to patients according to established professional standards of practice.
- Support the development of a diverse set of skills necessary to participate in both current and emerging technologies in Computed Tomography.
- Promote development of integrative, critical thinking, and written, verbal and computer-based communication skills.
- Prepare the student for eligibility to sit for the American Registry of Radiologic Technologists (ARRT) and NMTCB credentialing examination for Computed Tomography (CT). College of DuPage and/or its faculty and staff do not guarantee successful candidate performance on these certification exams, as a condition of successful Program completion. Program graduates must individually apply for the ARRT or NMTCB exam in CT after Program completion.
- Provide accurate student advisement to aid in student retention, course completion, program completion and possible future job placement.
- Provide opportunities for continuing education for Computed Tomography (CT) technologists.

Technical Standards For Acceptance

To participate in the clinical education portion of the Program, the applicant must possess additional non-academic skills. These technical standards are consistent with the duties of the entry-level medical imaging professional. The applicant shall have:

- The ability to transport, move, lift and transfer patients from a wheelchair or stretcher to and from the treatment and/or simulation table.
- The ability to move, adjust, manipulate Computed Tomography and other medical equipment to perform simulation and imaging procedures.

- Sufficient visual acuity to observe patients and equipment operation during treatment, as well as read the patient's radiation reports and medical information. Hearing also must be adequate to perceive and interpret audio signals from equipment, and to respond to patients' questions or concerns.
- The ability to understand and communicate clearly in English, both orally and in writing, with patients, physicians and other personnel, with the ability to follow written and verbal directions.
- The ability to view computer monitors and digital medical images for extended periods.
- Sufficient problem-solving skills and the ability to perform these skills in a timely manner. Such skills include, but are not limited to, measuring, calculating, analyzing, and evaluating medical and technological information, and synthesizing this information in a way that facilitates troubleshooting problems and/or responding to emergency situations.
- The Essential Functions for Health Career Programs can be found on our program's website section. Students may be denied acceptance into the Computed Tomography program solely based on not meeting these Essential Functions.

Program Information Disclaimer

This program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this program information packet in accordance with College of DuPage policies and procedures.

Statement of Health

Applicants **admitted** to any health program must complete the appropriate [Health Requirements](#), certifying that their health status will allow them to safely pursue the educational objectives of the Computed Tomography program. Please visit the most current [Health Requirements Packet](#) online. ***Please do not complete these requirements until you are instructed to do so.*** The health examination is completed at the student's expense. ***Student will still need to be "cleared" by Edward Corporate Health. Once given a "clearance form", students will go to [CastleBranch.com](#) to upload the health documents to the medical document manager piece.*** Student will have unlimited access to personal health records beyond program completion. Along with the health requirements, the Drug Test and background checks are done through [CastleBranch.com](#). There is a \$113.00 fee for the Computed Tomography program package, which includes the required background check, drug test, and medical document manager.

Students with chronic medical problems or physical limitations are required to submit a current health status relating to their specific condition. The statement should include the physician's assessment as to the student's ability to meet the program objectives and the current medications the student is required to take for health maintenance.

Statement on Drug Testing and Criminal Background Testing

Students accepted into the Computed Tomography program are subject to mandatory drug testing and criminal background testing through [CastleBranch.com](#) upon acceptance, performed at the student's expense.

Statement on Medical Care and Health Insurance

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any

costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the [Student Health Insurance](#) website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

Statement on Medical Malpractice Insurance

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for DMIN 2511. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

Statement on Transportation

Students are responsible for finding their own transportation to and from the College and Clinical Site. No special accommodations will be made for students with transportation problems. Students who accept a position in the program should be willing and able to travel to any site to which they may be assigned including those outside of District #502.

Statement on Health and Public Service Program Discipline Procedures

All students must have a **signed** acknowledgement of the Discipline Procedure (attached) on file with the Program upon admission. Students will also receive specific rules and policies for the Program to sign upon admission.

Non-discrimination Statement

The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

Student Email Policy

College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:

- Official COD communication
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

https://cod.edu/student_life/resources/information_technology/email/email-policy.aspx

Criminal Background Check Information

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law ([225ILCS46/25](#)) and 77 Ill Adm. Code 955 Section [955.160](#) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

Citizenship/Visa Status

If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the [International Student Office](#), SSC 2225, (630) 942-3328, e-mail: intlstdt@cod.edu.

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:

- U.S. citizens
- Permanent residents

PLEASE NOTE: If you have been found guilty of a felony you will be unable to obtain a clinical site or become registered to practice in this profession.

Program Admission Preference:

Each program with out-of-district clinical sites (see list of participating programs below) may admit a maximum of 20% of out-of-district applicants to the program, based on merit. The 20% maximum policy would only apply to out-of-district applicants who do **not** have access to a particular program in the **community college district in which they reside**. Students coming from districts with a particular program within their district would only be considered if there were open seats after all qualified candidates from in-district and out-of-district without programs were accepted.

If there are insufficient numbers of qualified in-district applicants, the maximum percentage of out-of-district students accepted can be exceeded until the program achieves full enrollment, with the approval of the Dean of Nursing & Health Sciences.

- Computed Tomography
- Health Information Technology
- Magnetic Resonance Imaging Technology (MRI)
- Mammography
- Nuclear Medicine (DMIN)
- Nursing (ADN)
- Physical Therapist Assistant (PTA)
- Proton Therapy
- Radiation Therapy
- Radiography (DMIR)

- Respiratory Care
- Sonography (Ultrasound) DMIR
- Speech Language Pathology Assistant (SLPA)
- Surgical Technology

Priority for Admission:

- a. In-District applicants
- b. Out-of-District who are part of the [CAREER Consortium Agreement](#) (meaning your residing community college does not offer the particular program in which you are applying)
- c. Out-of-District applicants working full-time in-district (proof of in-district employment will be required each semester)
- d. Out-of-District applicants (who are not part of the CAREER Consortium Agreement) including those students with a joint or chargeback agreement and International students

Admission Checklist

The Program can admit only a limited number of students. A selection process has been established to admit the most qualified students. You must follow and complete the admission checklist and have acceptable interpersonal skills for the profession. Each step in the process is outlined here in detail. All steps must be completed if applicable to be considered for admission to the Program.

NOTE: Admission Committees for all Health Science programs have the right to deny admission to any applicant that they feel is unable to fulfill the essential functions as described in this packet. It is the applicant's responsibility to ensure that all material listed below have been completed and received by the designated office, by 5 pm on June 23, 2022.

Applicants who are graduates of an accredited Diagnostic Medical Imaging - Radiography program or Nuclear Medicine Technology Program are eligible to apply for admission to the Computed Tomography Advanced Certificate program. To be considered for admission into the program, you must meet the following requirements:

- _____ 1. Register to attend a mandatory Computed Tomography group [Advising Session](#) AND/OR individual communication with the program coordinator. **It is required that an applicant attend an advising session within a 12 month period prior to the application deadline.**

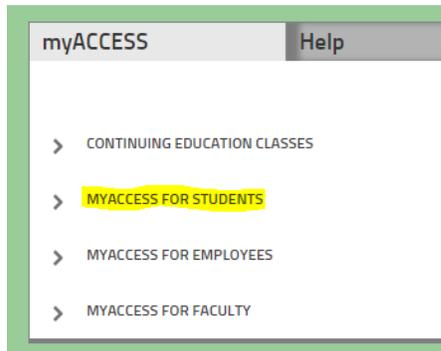
- _____ 2. If you have not been admitted to College of DuPage, please complete the **non-refundable \$20 [College of DuPage General Admissions Application](#)** online. **This application is for general admissions to College of DuPage only; it is not an application to the Health Sciences Limited Enrollment Computed Tomography program.**

- _____ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
 - a. Submit your official transcript(s) to **College of DuPage, [Office of Student Records](#)**. ***If College of DuPage is the only institution you have attended, you do not need to request official transcripts.***

 - b. Verify receipt of your transcript(s). Log into myACCESS account, click on 'myACCESS for Students', select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website https://www.cod.edu/regISTRATION/records/trans_eval_listing.aspx for details.

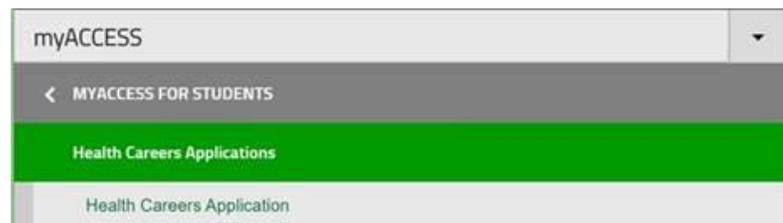
- _____ 4. Complete the **non-refundable** \$50 [Health Career Selective Enrollment Program Application](https://inside.cod.edu) online by logging into the student portal at <https://inside.cod.edu>
- Click on myACCESS for Students



- Click on the Health Careers Applications link



- Select Health Careers Application



- Select **Computed Tomography Certificate** when asked “What selective enrollment program are you applying to?”

Once the application is submitted, you may not change the term or program. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer

_____ 5. Complete the [College of DuPage Residency Verification form](#) and provide proof of residency to the **Office of Student Registration Services, Student Services Center (SSC) Room 2221** or e-mailing to registration@cod.edu by the program application deadline date.

Note:

- **If this residency requirement has not been submitted to Registration by the program application deadline date, you will not be considered for admission.**
- **Separate Residency Verification Forms must be submitted for each program application.**

_____ 6. Must hold an Associate's Degree or higher and have active national certification and registration from the American Registry of Radiologic Technologists (ARRT) in Radiology **OR** hold active Certification in Nuclear Medicine Technology from ARRT or NMTCB. E-mail documentation and proof of current and active ARRT or NMTCB Certification to hsadmissions@cod.edu.

_____ 7. Licensed in Medical Radiation Technology from IEMA, Department of Nuclear Safety. E-mail proof of active Illinois license in Medical Radiation Technology from IEMA, Department of Nuclear Safety to hsadmissions@cod.edu.

_____ 8. Must meet a minimum of 2.5 cumulative GPA in previous Radiography or Nuclear Medicine coursework.

_____ 9. Professional Experience: Letter provided must be on company letterhead showing the number of hours of experience you have within the Radiography or Nuclear Medicine field. Submit to the Office of Admissions and Outreach, SSC 2207 or hsadmissions@cod.edu.

_____ 10. E-mail a written composition/goal letter about your interest in the CT program to hsadmissions@cod.edu by the application deadline.

_____ 11. Possible interview with the Program Admission Committee.

"All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports."

Requirements After Acceptance

After program acceptance, students will complete the specific Health Requirements. **Please do not complete these requirements until instructed to do so.** Please select [Health Requirements Packet](#) for details. You will also complete a Criminal Background Check, Drug Screen, and Medical Document Manager piece through CastleBranch.com. The results of a background check are posted to the CastleBranch.com web site in a secure, tamper-proof environment, where the students, as well as the program coordinator can view the background check as well as drug test and health records.

How Is Acceptance Determined

Both the total Merit Evaluation points earned and the applicant's interpersonal skills determine acceptance. **Please Note: Courses under 1100 or 100 level will not be counted in the merit evaluation found on page 12.** Applicants with the highest point totals are those accepted according to rank. ***The deadline for applications is June 23, 2022.***

The Admissions Committee meets in June. Around the last week of June, the acceptance letters are mailed. The accept-or-reject letter must be returned by a specific date. If not, we will place students from the alternate list for that program year. Students from the alternate list will continue to be placed, pending available seats, until the program start date or until the list is exhausted.

All necessary requirements will be outlined in detail upon acceptance. Applicants are also advised that The Computed Tomography Certificate Program follows a rigorous curriculum requiring serious student memorization, practical application of theory and coursework. Taking personal time off (i.e. vacations) outside scheduled breaks is strongly discouraged and may affect program continuation or ability to complete the program as scheduled.

Requests for admission are **not** automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the \$50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).

Questions that may be asked during your Advising Session or Admissions Interview:

1. Tell us about yourself and success in your medical imaging career to date.
2. Which of your characteristics would you most like to change?
3. What are your most valuable characteristics?
4. What medical imaging courses did you like the most? The least? Why?
5. What experience have you had in dealing with the public?
6. Medical imaging requires a team effort. Do you consider yourself a team player?
7. How did you become interested in Computed Tomography?
8. Who influenced you most in your career choice? How? Why?
9. Who do you feel is the most important person in a hospital and why?
10. What qualities do you think a good allied health professional should possess?
11. Give an example of a recent high stress situation that you were in? How did you react?
12. What types of medical situations have you been exposed to?
13. What will you do to learn how to cope with medical emergencies?
14. What type of patient contact would you like in your job?

COURSE SEQUENCE – COMPUTED TOMOGRAPHY (CT) PROGRAM

SEMESTER 1 (FALL)

DMIN 2500	Sectional Anatomy and Pathology for CT (3 credit hours)
DMIN 2501	Principles of CT and Patient Care (3 credit hours)
DMIN 2511	Clinical Applications of CT I (3 credit hours)

SEMESTER 2 (SPRING)

DMIN 2503	Radiation Safety and Quality Management for CT (3 credit hours)
DMIN 2502	Physics and Instrumentation of CT (3 credit hours)
DMIN 2512	Clinical Applications of CT II (3 credit hours)

This sequence is subject to change. For further assistance in scheduling of courses, please contact a faculty member in the Computed Tomography (CT) program.

Clinical Affiliates

The following clinical sites currently provide clinical education and experience for students in the computed tomography certificate program sponsored by the College of DuPage. Clinical sites are subject to change with annual revisions and additions.

1. Advocate Good Samaritan Hospital (Downers Grove, IL)
2. Advocate Christ Hospital (Oak Lawn, IL)
3. Advocate Lutheran General (Park Ridge, IL)
4. St Alexius Medical Center (Hoffman Estates, IL)
5. Central DuPage Hospital (Winfield, IL)
6. Elmhurst Memorial Healthcare (Elmhurst, IL)
7. Delnor Hospital (Geneva, IL)
8. DuPage Medical Group (Glen Ellyn, IL)
9. Edward Hospital (Naperville, IL)
10. Silver Cross (New Lenox, IL)
11. Rush Copley (Aurora, IL)
12. Rush University Medical Center (Chicago, IL)
13. Loyola University Medical Center (Maywood, IL)
14. Northshore University Health System (Skokie, IL)
15. Northwestern Memorial Hospital (Chicago, IL)

Additional clinical sites may be added through the year. Please contact the CT program coordinator for the most recent list of sites.

Estimated Costs For The Computed Tomography Program

Please visit the [Program Costs webpage](#) for estimated fees.

Estimate does not include provisions for travel to and from school and clinical education site, for textbooks and fees related to general education requirement courses, or for the cost of the required health requirements.

Financial Aid is available; visit the [Financial Aid Office](#) in SSC 2220 or call (630) 942-2251 or (630) 942-2252.

COLLEGE OF DUPAGE
COMPUTED TOMOGRAPHY ADMISSIONS SELECTION CRITERIA
MERIT EVALUATION

(Subject to change)

For your reference only; admissions committee completes this form. Do not fill out and submit

NAME: _____ ID NUMBER: _____

Points

1. GPA from previous coursework:
 Must meet a minimum of 2.5 cumulative GPA in previous Radiography or Nuclear Medicine coursework. (Scale A)

2. Professional Experience:
 Letter provided must be on company letterhead showing the number of hours of experience you have within the Radiography or Nuclear Medicine field. (Scale B)

3. College Degree (Scale C)

Total Points _____

Scale A	Scale B	Scale C
3.5-4.0 = 4	>10 years = 4	Master's or above = 4 points
3.0-3.49 = 3	5-10 years = 3	Bachelor's = 3
2.5-2.99 = 1	1-3 years = 2	Associate's = 2
	0 years = 0	