COLLEGE OF DUPAGE

Radiation Therapy Program

Advanced Certificate

Fall 2027

One application cycle per year
Program starts only in the Fall semester
Program is in-person only and admits approximately 20 students per cycle

Application Deadline:
June 10, 2027 at 5 p.m.

Program Chair:
Brittany DeCicco, MSHA(R)(T)
Associate Professor, Program Chair
(630) 942-2262 or deciccob@cod.edu

Health Science Division Refund Policy
Health Science students acknowledge that program-related expenses are non-refundable if they voluntarily withdraw or are dismissed from the program for any reason. Non-refundable expenses include, but are not limited to, program application costs, tuition, laboratory fees, malpractice insurance, clinical site software account fees, health and clinical compliance requirements, Medical Document tracking software account fees, uniforms/scrubs, textbooks, supplies, and other expenses associated with enrollment or participation in the Health Science Program.

By accepting admission or registering for the program, students acknowledge their financial responsibility for these expenses and understand that withdrawal or dismissal from the program does not constitute grounds for refund of reimbursement.

Radiation Therapy Program Admission Requirements
Students who apply to the Radiation Therapy program must be a graduate of an accredited Radiography or Nuclear Medicine program, have an associates or higher degree and have completed the general education courses listed on in this packet. The Radiation program is a one-year certificate program.

COURSE SEQUENCE – RADIATION THERAPY PROGRAM

SEMESTER 1 (FALL)

RATH 2310	Radiation Therapy Physics
RATH 2321	Cross-sectional Anatomy/Imaging Principles
RATH 2301	Principles & Practice I
RATH 2331	Clinical Practice I

SEMESTER 2 (SPRING)

RATH 2311	Radiation Biology, and Protection
RATH 2322	Pathophysiology
RATH 2302	Principles & Practice II
RATH 2332	Clinical Practice II

SEMESTER 3 (SUMMER)

RATH 2312	Quality Management
RATH 2323	Operational Issues
RATH 2303	Principles & Practice III
RATH 2333	Clinical Practice III

Application Checklist

NOTE: Admission Committees for Health Science programs have the right to deny admission to any applicant that they feel is unable to fulfill or abide by the policies and procedures described on the Radiation Therapy website and in this packet.

Decision letters are sent via e-mail approximately 4-6 weeks from the deadline date. It is the applicant's responsibility to ensure that all materials listed below have been completed and received by the designated office, by the application deadline.

This is a list of what you must do to be admitted to the Program. You should mark each item as you complete it to ensure that none of the steps are missed. **THESE SHOULD BE DONE IN ORDER.**

_____1. **Confirm that you have met program eligibility requirements**
Applicants must:

- Graduate from an accredited Radiography or Nuclear Medicine Technology Program
- Hold an associate degree or higher
- Hold current ARRT or NMTCB certification

_____1.**Attend a mandatory Radiation Therapy Information Session**
Contact Brittany DeCicco at deciccob@cod.edu for virtual group information-session dates.

_____ 2. **Health Insurance proof:** (DO NOT SUBMIT PROOF AT THIS TIME. This is an FYI only).
Students are expected to provide proof of a **Comprehensive Health Insurance Plan** prior to the start of the program. The comprehensive health insurance plan must cover you **throughout the length of your clinical experience**, which in most cases, consists of the entire length of the program. If you

are in need of Health Insurance, please see important dates below and visit https://cod.studentbenefitplans.com/bpg-insurance-individual/.

IMPORTANT DATES:
November 1st – January 15th- **Open Enrollment** *(Estimated date range)*
If you will need health insurance ANYTIME in 2027, you must apply during the current open enrollment period.

If you miss open enrollment but have a qualifying life event, you can apply during a Special Enrollment Period.

While we **cannot** guarantee your official acceptance into the program, you need to be aware that there is short timeframe of when you are able to purchase a Health Insurance plan. The purpose of this step is to make you aware and that the time to research and purchase is **NOW**. Purchasing health insurance outside of this timeframe will take months and may prohibit your admittance into the Program. **NOTE**: Obtaining Health Insurance is NOT an application requirement but it is a requirement to be in the program.

_____3. 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 Radiation Therapy program.**

_____4. 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/records/international-transcript-evaluation.html for details.

_____5. Complete the **non-refundable** $50 Health Career Selective Enrollment Program Application 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 **Radiation Therapy 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

Please only apply if you are interested in the upcoming Cohort Year, Applicants looking for 2 or 3 years out should wait to apply to their desired Cohort.

_____6. Complete the College of DuPage Residency Verification form and provide proof of residency to the **Office of Student Registration Services** and e-mail to registration@cod.edu by the program application deadline date. You **MUST** send from your **@dupage.edu** e-mail address.

Note:

- If this residency requirement has not been given 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.

_____7. **Complete the required prerequisite coursework**
The following courses must have been completed within 15 years of the program start date:

- ANAT 1551 & ANAT 1552, ANAT 1571 & ANAT 1572 or ANAT 1500 (for less points- see merit eval)
- MATH 1102 or higher
- HLTHS 1110, Biomedical Terminology, or the approved healthcare-experience alternative (3 years of healthcare employment)

Grades and completed courses will be verified through official transcripts.

_____8. Submit official transcripts to evaluation@cod.edu showing proof of **Associate's degree** or **higher**.

_____9. Submit **certification** verification and **examination scores** to hsadmissions@cod.edu:

- Verification of current ARRT or NMTCB certification
- Official ARRT or NMTCB examination score report

_____10. Take the **HESI-A2 Admission Assessment exam** at the College of DuPage Testing Center (BIC 2A06) by the application deadline. **NOTE: If you have previously taken the HESI exam as a College of DuPage Radiography applicant, please email hsadmissions@cod.edu BEFORE taking the HESI exam as you may be exempt from a new HESI exam.** Visit the Testing Center webpage to register for upcoming test dates. The test will take approximately 4 hours to complete. Please plan accordingly. Exams can only be taken at COD's Glen Ellyn Testing Center, scores outside of COD will not be accepted. Your first step towards taking the HESI-A2 exam is to email the Testing Center at academictesting@cod.edu for payment information. You will pay for the 'HP Evolve' test. Within 2 business days, you will receive an email from the Testing Center on how to register for the test.

For more information about the exam and how to prepare visit Admission Assessment Exam Review book.

You will be tested in the following areas: Reading Comprehension, Vocabulary & General Knowledge, Math, and Anatomy & Physiology. You will also complete the Learning Style and Personality Profile sections, but these sections will not be awarded merit points.

Please allow 3-5 business days for results to be posted to your student record from the date of the exam. If your results are not showing in your student record, please contact the Testing Center at academictesting@cod.edu.

The **minimum number of total merit points for all five HESI sections must be 5 or more**. (See page 5 for Scale).

The HESI-A2 exam can be taken for a total of 2 attempts in the application cycle. Your highest overall score will be used for merit evaluation.

_____11. **Complete the Clinical Site interview**
Using your COD e-mail account:

1. Contact one (1) approved clinical site
2. Arrange a formal interview
3. Bring the "**Clinical Site Interview Form**" to the interview (see pages 7 - 9)
4. Ask the interviewer to submit the completed form directly to hsadmissions@cod.edu

Completing an interview does not guarantee admission or placement at that clinical site. Do not contact the clinical site regarding your application status after the interview. Clinical sites are not guaranteed, and a student needs to be accepted by the clinical site for their clinical course. A site has the right to refuse a student.

_____12. **Submit a personal statement**
Email a 300–500-word personal statement to **hsadmissions@cod.edu** as a Word document or PDF.

Explain why you chose radiation therapy, your educational and career goals, your relevant experience, and how you hope to make a difference for patients; AI should not be used, as this statement should be personal and reflect your own experiences and voice.

_____13. **Submit required employment verification, if applicable**
Applicants requesting credit for healthcare or oncology experience must have their supervisor email a signed letter directly to hsadmissions@cod.edu.
The letter must:

- Be written on official company letterhead
- Include the applicant's full name
- Identify the applicant's position
- State the dates or length of employment
- Briefly describe the applicant's responsibilities
- Include the supervisor's handwritten signature

NOTE: Student clinical experience, administrative work, and volunteer experience may not qualify as direct patient-care employment

_____14. **Optional Merit-Point Items**
Submit applicable documents to hsadmissions@cod.edu by the application deadline. **NOTE: Official transcripts must be submitted and evaluated in order to receive merit points for coursework.**

- Additional ARRT credentials, such as CT, MRI, or Mammography
- Documented healthcare or direct patient-care experience
- Documented oncology experience
- Professional résumé
- Bachelor's or master's degree documented on an official transcript
- MATH 1428 and/or MATH 1431
- SURGT 1000
- SPANI 1114
- COD alumni and eligible reapplicant points will be determined by the Admissions Committee.

_____15. Sample Merit Evaluation can be found at the end of this packet. Please visit https://codcentral.etrieve.cloud/?isAnonymous=true#form/1344 to calculate your estimated Merit Score on your own. (NOTE: This is an estimate only and NOT your official merit evaluation score.

"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

Accepted students will receive instructions for completing:
(Do not begin these requirements until instructed by the program).

- Comprehensive health insurance verification
- Health and immunization requirements
- Criminal background check
- Drug screening
- CPR certification
- Medical document manager requirements
- Mandatory new-student orientation

Important Information

- Admission is competitive and based on the published merit evaluation.
- Meeting the minimum requirements does not guarantee admission.
- Clinical placement is determined by the program and is non-negotiable.
- Applicants must also be accepted by a clinical site.
- Merit scores are confidential and will not be released to applicants.
- Applicants are responsible for confirming that every required item has been received by the deadline.

College of DuPage Radiation Therapy Clinical Site Interview Form

Evaluator Name and Title:

Evaluator Email:

Clinical Site:

Student Name:

Criteria	1	3	5	Comments/Score
Timeliness	5-10 Minutes Late	On time, prepared for interview	5-10 Minutes Early, prepared for interview	
Politeness	Student interrupts/hurries interviewers several times, does not thank interviewers	Student interrupts/hurries interviewers 1-2 times during interview; thanks interviewers	Student never interrupts/hurries interviewers; thanks interviewers	
Overall Attitude	Lack of interest and enthusiasm; passive/indifferent	Shows basic interest and some enthusiasm	Appropriately interested and enthusiastic about interview process	
Questions: Asking & Answering	Did not have any questions for the PC, Inappropriate/inaccurate answers to questions; did not answer all questions	Asked one question/unrelated questions. Answers are acceptable and answers all questions.	Asked appropriate questions related to the field. Thorough, appropriate answers to questions	
Communication	Shows lack of interest; speaking unclear; inappropriate volume. Responses are inconsistent, lacking in sincerity. Displays inappropriate body language or numerous hesitation markers. (Ex. “Um, Uh, Hmm.”	Showed some interest; speaking unclear; varied volume, Responses generally consistent; specific examples provided consistently; shows sincerity. Body language is appropriate. Minimal hesitation.	Very attentive; speaking clearly; enthusiasm for profession/program conveyed; business-tone volume, Responses all consistent; uses concrete, specific examples; shows sincerity with all answers. Professional Body Language without hesitation.	
Introduction	Unacceptable behavior and language; unfriendly	Acceptable behavior, well-mannered, courteous;	Professional behavior and language; friendly and courteous	

		professionalism lacking		
Appearance	Overall appearance is untidy; inappropriate clothing choices; poor grooming	Overall appearance is neat; acceptable clothing choice; well groomed	Overall appearance is very neat; job interview appropriate clothing; well groomed; clinic appropriate or business-like appearance	
Scenario Responses	Inappropriate/uneducated response, lack of critical thinking. Unconfident.	Response is adequate based on the student's prior education. Slight use of critical thinking, semi-confident.	Response shows outstanding critical thinking skills and educational background. Extremely confident.	
Best Possible Score: 40 points				Overall Score: /40

For the Clinical Instructor to fill out only:
COMMENTS:

Would you like this student to be placed at your Site if they are accepted into the Cohort?
Does this student have any known conflict of interests for your site? (Ex. Family members working currently at your site)
Please send completed form to hsadmissions@cod.edu

You will be asked at least 3 questions from each section at the discretion of the Clinical Instructor along with these main questions:

1. Describe to me what interactions you have had with patients.
2. What experience have you had with miscommunication and/or conflict resolution with a patient/fellow employee, and how did you resolve the problem?
3. Tell me how you handle a situation when you know you've done something wrong and how did you rectify that situation?

General Questions (3)

1. Why did you choose Radiation Therapy, and what makes you a strong candidate?
2. What are your strengths, and how do you handle stressful situations?
3. How do you create a positive patient experience?

Behavioral Questions (3)

1. Share a time you made a mistake and what you learned.
2. Describe a situation where you had to adjust quickly to change.

3. Give an example of being flexible to meet a patient's or team's needs.

Critical Thinking Questions (3)

1. Describe a time you solved a problem before it escalated.
2. How did you adapt care for a complex or very sick patient?
3. Share a time you had to make a quick decision under pressure.

Integrity Questions (3)

1. Give an example of protecting patient privacy or following safety principles (e.g., ALARA).
2. How would you handle a disagreement with a team member or superior?
3. What would you do if you witnessed dishonesty in school or clinic?

What we are looking for in the Radiation Therapy Program at College of DuPage:
Applicants who:

- Show Professionalism
- Have Emotional Maturity
- Are a Good Fit for Radiation Therapy Team
- Show Academic Readiness
- Are able to work with diverse population

2027 Application Cycle – College of DuPage Radiation Therapy (subject to change)

Category	Criteria	Maximum Points Available	Points Earned	Notes
Academic Prerequisite Courses	ANAT 1551 and 1552 OR ANAT 1571 and 1572 Alternative: ANAT 1500	4 points		Two-course sequence: A = 2, B = 1, C = 0.5 per course. ANAT 1500: A = 1, B = 0.5, C = 0.25. Coursework must be completed within 15 years of the program start date. Recent Radiography or Nuclear Medicine graduates should contact the Program Chair with questions.
	MATH 1102 or higher	1 point		A = 1, B = 0.5, C = 0.25.
	HLTHS 1110 Medical Terminology	2 points		Applicants may instead use at least 3 years of qualifying healthcare employment. Employment verification is required.
ARRT or NMTCB Examination Score	Official examination score report	Up to 4 points		Points are awarded using the published ARRT and NMTCB score scales below.
Healthcare/Patient-Care Experience (Optional)	1-2 years 2-4 years 5+ years	1 point 3 points 4 points		Employment verification is required. Qualifying roles must involve direct patient care. Student clinical experience, administrative work, and volunteer experience do not qualify.
Oncology Experience (Optional)	Documented qualifying employment in oncology	1 point		Employment verification is required.
Supplemental/Recommended Courses	SURGT 1000: Ethical Considerations in Healthcare	1 point		Optional course; a grade of C or higher is required.
	SPANI 1114: Spanish for Healthcare Professionals	1 point		Optional course; a grade of C or higher is required.
	MATH 1428: College Algebra with Applications and/or MATH 1431: Precalculus I	Up to 4 points		2 points per course with a grade of C or higher.
Program Alignment Review	Clinical-site interview	Up to 2 points		The approved clinical-site interview and required form must be completed. Points are based on professionalism and completion.
	Personal statement	1 point		Submit a complete 300-500-word statement that addresses the published prompt. **Personal Statement (300–500 words)** Submit a personal statement explaining why you are interested in radiation therapy, where you see yourself professionally in the next few years, and what makes you an exceptional candidate for the College of DuPage Radiation Therapy Program. Use specific examples to show your strengths, experiences, and readiness for the program.
	Professional resume (optional)	1 point		Submitted = 1 point; not submitted = 0 points.
Additional Academic Achievements	Master's degree (any major)	1 point		Must be documented on an official transcript.
	Bachelor's degree (any major)	0.5 point		Must be documented on an official transcript.
	Additional professional certifications	Up to 2 points		1 point per additional ARRT imaging credential beyond the applicant's primary certification, up to 2 points.
Reapplicant Bonus	Previous applicant	Up to 3 points		1 point per prior application year, up to 3 points.
COD Graduate: Radiography or Nuclear Medicine	COD alumnus/alumna	1.5 points		Awarded to graduates of the COD Radiography or Nuclear Medicine program.
COD Graduate: Additional Modality	COD alumnus/alumna	1 point		Awarded for completing an additional COD modality certificate, such as CT or Mammography.
Accreditation Requirement	Graduate of an accredited Radiography or Nuclear Medicine Technology program	Required	Pass/Fail	Mandatory for application eligibility.
Associate Degree or Higher	Associate degree or higher	Required	Pass/Fail	Mandatory for application eligibility.
HESI	Reading Comprehension			
HESI	Vocab & General Knowledge			

HESI	A&P			
HESI	Math			
HESI	Cumulative			
	Total HESI			
Total Standard Merit Points Available		35 points		

HESI A2 Merit Evaluation (15 Points)

The five HESI A2 scores below earn merit points using COD Scale C. Learning Style and Personality Profile do not earn merit points.

HESI Area	Score Range	Merit Points	Eligibility / Notes
Reading Comprehension	90-100% 80-89% 70-79% 0-69%	3 2 1 0	Scale C
Vocabulary & General Knowledge	90-100% 80-89% 70-79% 0-69%	3 2 1 0	Scale C; a score of at least 75% is required to apply.
Anatomy & Physiology	90-100% 80-89% 70-79% 0-69%	3 2 1 0	Scale C; a score of at least 75% is required to apply.
Math	90-100% 80-89% 70-79% 0-69%	3 2 1 0	Scale C
Cumulative	90-100% 80-89% 70-79% 0-69%	3 2 1 0	Scale C
Total HESI A2 Points		15 points	Applicants must earn at least 5 total merit points across all five HESI A2 scores and meet both 75% section minimums.

Critical Thinking is recorded separately and is not included in the 15-point HESI A2 subtotal unless a separate point scale is approved.

Combined Maximum: 50 points (35 standard merit points + 15 HESI A2 points)

Admissions Statement: The College of DuPage Radiation Therapy Program uses a standardized, point-based rubric to evaluate academic readiness, healthcare experience, professional preparation, and HESI A2 performance. Critical Thinking is reviewed separately. Merit scores are confidential and are used only by the admissions committee. Scores are not released to applicants. Applicants who are not selected may reapply in a future cycle and may contact the Program Chair for general guidance on strengthening a future application. Eligibility requires graduation from an accredited Radiography or Nuclear Medicine Technology program, an associate degree or higher, and current ARRT or NMTCB certification. Meeting minimum requirements does not guarantee admission.

1. ARRT and NMTCB Examination Score Scales

Merit points are awarded from the applicant's official ARRT or NMTCB examination score report using the following scales:

NMTCB Merit Point Scale:

- 375-399: 1 point
- 400-424: 2 points
- 425-449: 3 points
- 450 and above: 4 points

ARRT Merit Point Scale:

- 75-79: 1 point
- 80-84: 2 points
- 85-89: 3 points
- 90 and above: 4 points

Submit a screenshot or PDF of the official score report to hsadmissions@cod.edu by the application deadline. Scores are verified by the admissions committee.

2. Healthcare/Patient-Care Experience Requirements

Only qualifying employment involving direct patient care is eligible for healthcare-experience points. Student clinical experience, administrative work, and volunteer experience do not qualify. The admissions committee determines eligibility based on the applicant's documented role and responsibilities.

The admissions committee considers the nature of the role, duration of employment, degree of direct patient interaction, and relevance to radiation therapy. Examples may include CNA, EMT/paramedic, medical assistant, radiologic technologist, CT technologist, and similar direct-patient-care roles.

- **Nature of the Role:** The extent of direct patient interaction and responsibility.
- **Duration of Experience:** The length of time spent in the role and consistency of engagement.
- **Relevance of Experience:** How the experience relates to the competencies required in the field of radiation therapy.

Applicants must clearly document their qualifying experience through the required supervisor verification letter.

3. Verification of Credentials and Employment

Additional ARRT credentials and qualifying employment must be verified as described below.

Verification of Additional Credentials:
Additional ARRT credentials will be verified through the official ARRT website. Applicants must email hsadmissions@cod.edu to identify any additional modalities they want considered in the merit evaluation.

Employment Verification:
To validate your employment history in healthcare, a formal verification letter must be submitted directly to **hsadmissions@cod.edu**. This letter must adhere to the following guidelines:

- **Origin:** The letter must be sent from the email address of your supervisor.
- **Official Letterhead:** The letter must be printed on official organizational letterhead.
- **Content Requirements:** The letter must include:
    a. Your full name
    b. Duration of your service (years of employment)
    c. Your role within the organization
    d. A brief description of the general tasks associated with your role
    e. **Signature:** The letter must include a handwritten signature from your supervisor.

These measures are in place to ensure the accuracy and reliability of the credentials presented during the admissions process. We appreciate your cooperation in adhering to these requirements and look forward to reviewing your applications.

4. Clinical-Site Interview

Applicants must use their COD email account to contact one approved clinical site, schedule a formal interview, and bring the required Clinical Site Interview Form. The clinical site must submit the completed form directly to hsadmissions@cod.edu. Completing an interview does not guarantee admission or placement.

After the interview, applicants must not contact the clinical site regarding application status. Repeated contact may jeopardize the application. Clinical sites retain the right to accept or decline a student's placement.