Community College of Allegheny County Radiation Therapy Technology Program

Admissions Policy, Procedure and Requirements

The Certificate program is structured for applicants who already have earned an AS or BS in radiologic technology. This program is offered at the start of every fall.

The Associate degree program (AS) is structured for all other applicants and is only offered as a fall start every other year, in odd years.

General Policies:

- CCAC and those responsible for the administration and management of the Radiation Therapy Technology Education Programs consider each applicant for admission without regards to age, sex, race, color, religion, ancestry, national origin, handicap, or veteran status.
- Although accredited to enroll 14 students per academic program, program officials reserve the right to limit enrollment based upon the availability of clinical facilities, the quality of the applicant pool and current employment market conditions.
- Due to the academic structure and length of the program, the Radiation Therapy Technology Education Programs do not accommodate part-time students, transfer students, advanced placement students, or early release from the Program.

Procedure:

- Complete the CCAC online application: Apply to CCAC
- Submit a complete application packet after January 1 to be received on or before March 31 of the year one is applying for admission. Send all documents together to the Program Director’s Mailing address
- A complete application packets includes: (note that some are not applicable to all applicants)
  - Completed an Allied Health Application
  - Official transcripts from:
    - All post-secondary schools. Satisfactory completion and passing grade of “C” or higher in college intermediate algebra, college general or introduction to biology, and college basic physics. (AS program applicants only). AP HS classes with a grade of an “A”, or “B” may be considered as substitutes.
    - Radiography program transcripts from accredited program. (Certificate applicants only). If anticipated graduation is after the deadline, submit most current transcripts and grade summary progress up to that point of application from and signed by an official representative of the program. If selected based on all other criteria, the applicant must still pass the radiography program and ARRT registry exam with a minimum score of 80%, or the seat will be forfeited.
    - High school. Candidates must have a high school diploma or GED. Candidates who hold a bachelor’s degree or higher do not need to submit high school transcripts to the program, but may be required to do so by the CCAC admissions office.
  - NOTE: Official transcript requests from all educational institutions is preferable. Electronic requests are usually free and may be sent directly to the RTT program. Copies of transcripts will be accepted for the application process.

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However, official transcripts will be required upon acceptance into the RTT program.

- Professional up-to-date resume
- Career essay: A brief definition/description of the radiation therapy profession with an explanation of applicant’s choice of career goal(s) and why you should be accepted into the program.
  - View career videos from the ASRT and Dr. Kit. Indicate the date of observation in the career essay.
- Minimum of 2 professional letters of reference/recommendation. Some authors choose to submit these independently. If so simply indicate the name and title of author.
- ARRT Radiography exam score if less than 1 year professional work experience as a radiographer (Certificate program applicants only)
- Copy of CPR certification (Certificate program applicants only)
- PA Criminal Background Check (Certificate program applicants only). AS applicants may submit at time of application, or by the end of the first semester.
- 4-hour shadowing/observation documentation (AS program applicants only): Applicants make arrangements at a site of their choice, preferably at a facility associated with the RTT program.

**Evaluation Process:**

The evaluation process takes place starting April 1, after all applications have been received. Seating is limited and reserved for high quality applicants.

- Each applicant will obtain a score in a preliminary screening process based on the following:
  - High School grades: Cumulative GPA, cumulative mathematics GPA, cumulative science GPA, computer literacy, other related abilities or experience. OR, GED scores: math, writing skills, science and average standard scores. Math and science grades must be “C” or higher.
  - College grades and credits: Cumulative GPA, cumulative mathematics GPA, cumulative science GPA, other related courses. Math and science grades must be “C” or higher.
  - Radiography Grades: Cumulative GPA, physics, anatomy and physiology, radiographic positioning, clinic scores and evaluations
  - Proof of ARRT scores: 80% or higher, or 1 year work experience as a certified radiographer.
  - College degree(s) awarded: science-oriented/ non-science oriented; graduate/undergraduate.
  - Resume: professionalism, health-related experiences, responsibility, community participation
  - Career Essay: organization, thoughtfulness, grammar/mechanics
  - Shadowing/Observation Evaluation: Positive comments from the clinical facility
  - Letters of recommendation: included, attest to professional/work related abilities
  - Other experiences/awards/memberships/qualifications
  - Criminal background check: No criminal activity

- Applicants meeting all admissions criteria will be granted a personal interview with the admission committee. The program reserves the right to limit interviews to the top fifty percent based upon points awarded.
- Applicants who have submitted complete application packets, but are not selected for an interview will be notified by a written letter.
Interviewees will be evaluated on interpersonal communication skills and ability to answer questions appropriately, professionally, thoughtfully and thoroughly.

The total number of points (interview and screening) will be tabulated and entered on the applicant’s respective tally sheet and each applicant will be ranked according to the total number of points accumulated.

14 (or otherwise determined number) applicants with the highest point total will be tentatively selected for the program.

Additionally 2 applicants will be placed on a wait-list according to their point totals. The waitlisted applicant(s) will be offered a position should a vacancy occur on the original roster. Applicants will be notified if they are placed on a wait-list. Seats may be offered up through the first day of class of the fall semester.

The selected applicants and any wait-listed applicants will be reviewed and approved by the Education Advisory Committee. The Program reserves the right to re-evaluate and potentially rescind an offer of admission should adverse conditions involving the student’s academic, clinical, and/or professional performance develop between the time of notification and the start of the program.

Applicants chosen for admission will receive:
- Written acceptance letter
- Statement of Intent to Enroll (to be signed and returned)
- Registration form to submit to the admissions office (admissions sends tuition invoices)
- Textbook list
- Health evaluation form (to be completed before start of program). AS applicants will receive this after the start of the program, to be completed before the end of the first semester.

For more information:

- See the [FAQ](#) and [Technical and Behavioral Standards](#) pages
- Contact the Allied Health Secretary, Sue Manno at 412-237-2681 or smanno@ccac.edu