

| ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL | |
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| Policy Title: Transfer of Credit Policy | Policy Number: 58 Page 1 of 3 |
| Original Date: 8/16 | Revision Date: 12/16 |
| Last Review Date: 12/16 | |

Armstrong County Memorial Hospital School of Radiologic Technology will provide for a student to transfer credit/clock hours in order to complete their education to become a radiologic technologist. The student applying for transfer of credit is an individual who has not graduated from a JRCERT accredited radiology program but has received some coursework for which the student has received credit/clock hours towards a certificate or degree sought and seeks to enroll in a different educational program and have the program recognize prior education to complete the certificate/degree.

The American Registry of Radiologic Technologists (ARRT) requires that a candidate possess an associate degree or higher to sit for the ARRT Registry examination. This degree does not have to be in radiologic sciences, but must be from an institution accredited by an agency recognized by the ARRT. As Armstrong County Memorial Hospital School of Radiologic Technology is a hospital-base certificate program, our program offers a certificate in radiologic technology, not a degree. To satisfy the degree requirement and to be considered for transfer of credit/clock hours, the applicant must possess an associate degree or higher or potential applicants who do not have an associate degree or higher, may benefit from a partnership with Butler County Community College (BC3). On acceptance into the ACMH program, the applicant can apply to BC3 for the Technical Trades: Radiologic Technology, Associate in Applied Science degree. At BC3, the student completes required academic coursework and upon completion of the ACMH certificate program, the student will be granted an associate degree allowing them to sit for the national ARRT certificate examination.

Armstrong County Memorial Hospital School of Radiologic Technology will consider the transfer of credits from an accredited radiologic technology program, if the student attended the program within five years of application to Armstrong County Memorial Hospital School of Radiologic Technology.

The student may transfer credit from another accredited radiologic technology program by doing the following

- Request and complete an application from the Armstrong County Memorial Hospital School of Radiologic Technology
- Submit a nonrefundable application fee of \$25 with the application made payable to Armstrong County Memorial Hospital

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- Submit official transcripts
 - High School
 - College or trade school (if applicable)
 - Prior school of radiologic technology; as well as attendance record
- Submit three reference letters
 - At least one from a radiologic technology educator
 - At least one from a registered radiographer from previous program
- Submit the completed Technical Standards form for Armstrong County Memorial Hospital School of Radiologic Technology
- Request from previous school of radiologic technology all prior clinical competencies and evaluations and forward these to Armstrong County Memorial School of Radiologic Technology

Upon receiving the above required information, the admission committee will evaluate the applicant by considering the following:

- Transcripts:
 - The applicant must be a high school graduate or possess a GED
 - The applicant must possess an associate degree or higher from an institution accredited by an agency recognized by the ARRT.
 - The applicant must have attended the prior school of radiologic technology within the last five years of application
 - The applicant must have at least a “C” (80%) in all radiography courses
 - Attendance: The number of absences should not exceed 56 hours per year
- The completed Technical Standards form
- Clinical Competencies and Evaluations
- Reference letters

If the above is satisfactory and the student is in good standing, the applicant will be granted an interview with the Admission’s Committee. After the interview, the committee will determine if a transfer of credit is justified and where the placement should be. The program reserves the right to place the student wherever appropriate, so that the student will receive a valid education. The program will consider the curriculum sequence of the previous radiologic technology program. The maximum class size is eight students per class. The program is unable to exceed the number of students per class.

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When the student is accepted to the program through the transfer of credit, the acceptance is contingent on successful completion of

- ACT 33 (Child Abuse History Clearance)
- ACT 34 (Criminal Background Check)
- ACT 73 (FBI Fingerprinting Clearance)
- A drug screen conducted by ACMH staff
- A physical examination of a physician of the student's choice

The student will also be offered pre-admission blood work in addition to the blood work on the physical form.

The student will submit a non-refundable fee of \$250 upon written notification of acceptance. This amount will be subtracted from the student's tuition for the incoming year. The students will pay the current tuition of the class placement. Partial tuition may apply depending on the amount of time required to complete the program.

The student must obtain at least 51% of the program's curriculum at Armstrong County Memorial Hospital.

The student must adhere to all deadlines of the enrolled student in the program.

The student may request to take a challenge examination for any didactic course, which they have completed previously but occurs later in our program's curriculum. If that challenge test is passed with at least an 80%, it is considered that the student successfully completed the course. Armstrong County Memorial Hospital School of Radiologic Technology may request demonstration of competency on any of the examinations of which the student previously demonstrated competency.

Armstrong County Memorial Hospital School of Radiologic Technology does not consider individuals for advanced placement. Advanced placement as described by the American Registry of Radiologic Technologists is a "pathway to ARRT certification and registration eligibility for individuals who have previously completed an educational program not accredited by a mechanism recognized by the ARRT, or who have completed an accredited program but who are not longer eligible for certification and registration due to unsuccessful examination attempts or expiration of their eligibility time period."

