



## **Radiation Therapy Technology (RTT) Post-Degree Certificate Program Application and Admission Procedures**

The **Certificate program** is structured for applicants who have already earned an A.S. or B.S. in Radiologic Technology (Radiography or X-ray). This program is offered at the start of **every fall**.

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### **What are some key points about applying to the program?**

- Applicants must submit all components of an application packet which are only accepted between **January 1 and March 31**.
- **A minimum GPA of 2.8** is required to apply.
- Enrollment is based upon the availability of clinical facilities, the quality of the applicant pool and current employment market conditions.
- The average enrollment is about 12 students per program.
- The academic structure of the program does not accommodate part-time students, advanced placement students, or early release/graduation from the programs.
- CCAC and those responsible for the administration and management of the RTT Programs consider each applicant for admission without regards to age, sex, race, color, religion, ancestry, national origin, handicap, or veteran status.
- Refer to the CCAC Student Handbook for other CCAC policies on the [www.ccac.edu](http://www.ccac.edu) website.

### **What are the prerequisites that need to be completed before applying?**

- Completion and graduation from an accredited radiography program having earned, at minimum, an Associate Degree
- Applicants who graduated from an accredited certificate-only program must have additionally completed, at minimum, an Associate Degree (in any subject) in order to sit for the national certification exam.

### **What is the procedure to apply?**

1. Review all information on the [RTT Program Page](#)
2. [Apply](#) to CCAC if not already a CCAC student. **Acceptance into CCAC does not guarantee admission into the program.**
3. **Submit a completed application packet via electronic submission (recommended) to [kcollette@ccac.edu](mailto:kcollette@ccac.edu)**
4. If mailing, paperclip all documents and place in a USPS priority mailing envelope. Do not staple or place documents in a binder or folder and mail to:

Radiation Therapy Program c/o Kelli Collette  
Community College of Allegheny County-AC-M613  
808 Ridge Ave. Pittsburgh, PA 15212

5. Email Kelli Collette indicating your interest and approximately when we should be receiving your packet.

### What does a complete application packet include?

1. Allied Health Application (this is separate from applying to CCAC)
2. Official transcripts
3. ARRT Radiography Exam Score
4. Career essay
5. Resume
6. Minimum of 3 professional letters of reference/recommendation.
7. Shadowing observation (recommended for all applicants but only required if you did not have the opportunity during the radiography program, or if it has been more than 3 years since you graduated).

### What are the guidelines for completing the application packet?

1. **Complete the Allied Health Application**
  - It is preferred that you use the digital version from the website or download and print for legibility.
2. **Request official transcripts from:**
  - High school (for A.S degree holders only).
  - All post-secondary schools attended. If you are a current or former CCAC student we can access your transcripts.
  - Electronic requests for official transcripts are usually free and may be sent directly to from the school to [kcollette@ccac.edu](mailto:kcollette@ccac.edu).
  - If still enrolled in Radiography Program, submit the most current transcripts and a grade summary progress up to the date of application signed by an official representative of the program, including anticipated graduation date.
3. **ARRT Radiography Score**
  - A copy of the result page received from the ARRT. A minimum score of 80% is required for admission.
  - Current student applicants must complete the Radiography Program *and* pass the ARRT registry exam with a *minimum score of 80%* prior to the start of the RTT program or the seat will be forfeited.
4. **View career videos** from:
  - [Becoming a Radiation Therapist- What is it really like?](#) Produced at the University of Otago in Wellington, New Zealand.
  - [Radiation Therapist Career Video.](#) Produced by the Dr. Kit Career Video website.
  - [WORKING IT: Radiation Therapist](#) Produced by WOSU Public Media to provide an overview of the career.
  - [Radiation Therapy as a Profession.](#) Produced by Radiation Therapist, Christen Dority who gives a personal overview of the profession.
  - [A Step-by-Step Guide to Radiation Therapy at UPMC.](#) Produced by the University of Pittsburgh Medical Center Hillman Cancer Center to guide a patient through the procedure in Radiation Therapy.
5. **Write a Career Essay**
  - This should be about 3-4 pages, double-spaced in paragraph essay form. It should be thoughtful and organized using correct grammar and mechanics.
  - Include:
    - i. a brief description of the radiation therapy profession, why you have chosen the field, an explanation of career goal(s) and why you should be accepted into the program.
    - ii. at least 4 specific things learned from the career videos and how or why that integrates with the topics in part (i).
    - iii. an example of how you have used your communication skills to improve a situation

- iv. leadership positions, community service, previous healthcare experience, customer service, or life experiences that support your motivation, qualifications or academic record.
  - v. at least one reference to an additional scholarly article, database or website that supports a topic within your essay.
6. **Update your Resume**
- Include all professional work experience as a radiographer (if applicable) with supervisor’s contact information. Unless you have an abundance of professional work experience, limit the resume to 1 page.
  - Depending on work experience you may include professional, health-related or customer service experiences that demonstrate responsibility, work ethics/skills, community service participation, awards, certifications, other skills.
  - All post-secondary education.
  - High school education for A.S. degree holders. If you have a bachelor’s degree or higher, only post-secondary education needs to be included.
  - Applicants must complete the Radiography Program *and* pass the ARRT registry exam with a *minimum score of 80%* prior to the start of the RTT program or the seat will be forfeited.
7. **Include a minimum of 3 letters of reference/recommendation.**
- Referral letters may be from a current or previous employer, colleague, youth leader, instructor, guidance counselor, pastor, community service leader you volunteered with, or non-related person who knows you well enough to **provide an example that supports your work ethics, communication skills, goals, and personal attributes.**
  - Some authors may choose to submit these independently. Email to [kcollette@ccac.edu](mailto:kcollette@ccac.edu).
8. **Schedule a shadowing/observation**
- Document at minimum, 4 hours of observation in a radiation therapy department within 1 year of application submission. Print the shadowing /observation form from the webpage to take with you. The facility will email the completed form to the program.

**How are candidates chosen?**

- The evaluation process takes *after* the March 31<sup>st</sup> deadline, when all applications have been received.
- Each applicant is scored based on Radiography program scores, other degree requirement course grades- especially math and sciences, completeness of career essay, overall GPA(s), observation feedback, health-care related experience, or customer service or related experience(s), and recommendations.
- Acceptance is offered to the most highly qualified applicants and is limited to 12 students.
- All applicants will be notified via email letter by May 15 indicating acceptance or not.
- 2 applicants will be placed on a wait-list and may be offered a position should a vacancy occur on the original roster. Seats may be offered up through the first of the fall semester in mid-late August.
- 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.

**What are the academic requirements?**

- **Students must maintain an 80% or higher final score in all “RTT” courses** and an overall GPA of 2.8 or higher to remain in the RTT program.
- “RTT” courses use the CCAC Allied Health Program Grading Scale:
  - 100-93                      A
  - 85-92                        B
  - 75-84                        C
- Non- “RTT” courses use the standard CCAC grading scale.

- Students are also required to complete a student learning portfolio and score 75% or better on a final mock certification examination in order to graduate from the RTT Program.

**What are other requirements once accepted into the program?**

- After acceptance notification, applicants will receive instructions for registration, textbooks, and health and background clearances.
- All Allied Health programs at CCAC utilize CastleBranch services for criminal background screening, drug testing and compliance management. Instructions will be provided after acceptance.
- **Do not obtain clearances until after notification of acceptance.** Clearances dated before the notification of acceptance *may not* be accepted.

**What are some of the fees associated with the program?**

- Tuition is variable with residency and credits: [CCAC tuition and fees calculator](#)
- Books: about \$400
- Radiation monitoring device: about \$35/semester.
- CastleBranch fee for drug screening, immunization and clearance compliance: about \$195
- Registry exam review webinar (last semester): \$100.
- Registry application fee: \$250.
- Students are responsible for fees associated with medical examinations, immunizations/ labs, scrubs/clinical attire, transportation costs and parking fees. Most sites offer free parking.

**What are the class and clinical obligations?**

- Classes and clinical assignments are scheduled Monday – Friday for the duration of the 2-year program.
- Students may be required to attend class on campus and participate in clinical laboratory exercises or clinical education experiences during the same day (not frequent).
- Clinical hours are from 8:00 am to 4:30 pm but may vary with facility and patient load.
- There are no clinical hours in the evenings or on weekends.
- Students are placed at a different free-standing or hospital-based clinic each semester.
- All JRCERT-approved clinical facilities affiliated with the program are in the Pittsburgh and regional area and are listed on the RTT program page. Students may only attend the listed clinical facilities.
- Students have the option to submit their choices, but clinical assignments are determined in a non-discriminatory manner at the discretion of the program based upon facility workload and maximum capacity limitations, advanced technology opportunities, facility restrictions, as well as each student’s educational needs, prior learning experiences, and required clinical proficiencies.
- Students are responsible for their own transportation to clinical facilities. While not typical, students should be prepared that travel to a site up to 90 minutes away is possible.
- We do not have special uniform. Recommended clinical attire is solid colored scrubs, tennis shoes, and lab coat. Medium grays, blues and greens are good; avoid black, patterns and bright colors.

**Clinical days:**

Fall:	Monday, Wednesday, Friday
Spring:	Monday, Wednesday, Friday
Summer:	Monday-Friday

**For more information:**

- See the FAQ, Technical and Behavioral Standards and other links on the RTT program home page.
- Contact the Allied Health Secretary at 412-237-2681 or Kelli Collette at 412-237-2752 or [kcollette@ccac.edu](mailto:kcollette@ccac.edu).