



Radiation Therapy Technology (RTT) Program Admission Procedure and Requirements

Please read thoroughly and carefully and note that some information pertains to **Certificate applicants (in blue)** only or may pertain to **Associate of Science (A.S.) applicants (in green)** only.

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**.

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

What are some general guidelines and policies?

- **Application packets are only accepted between January 1 and March 31.**
- 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.
- **A minimum GPA of 2.5** is required to apply.
- The academic structure of the programs 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 policies on the www.ccac.edu website.

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.
3. Complete the prerequisite courses.
4. *Apply to the Radiation Therapy (RTT) program by submitting a complete application packet during the application window to the program address:

Sue Manno
Radiation Therapy Program
Community College of Allegheny County-AC-M613
808 Ridge Ave. Pittsburgh, PA 15212

What does a complete application packet include?

1. Allied Health Application
2. Career essay
3. Resume
4. Minimum of 3 letters of reference/recommendation.
5. Official transcripts (may be submitted independently from academic institution)
6. **Shadowing and video observations (A.S. only)** or **ARRT score (Certificate only)**

***Paperclip all documents and place in a USPS priority mailing envelope to be mailed to the above address.**

What are the prerequisites for the **Certificate program**?

- Students must have completed an A.S. or B.S. accredited radiography program.

What are the prerequisite courses for the **Associate of Science program**?

- “C” or higher in:
 - a. College-level **Algebra (MAT 108)**
 - b. College-level **Biology (BIO 151 or BIO 110)**
 - c. College-level **Physics (PHY 100)**
 - i. Or Advanced Placement High School Biology or Physics (“C” or better)
- Applicants should have completed **at least 2** of the prerequisites and may be enrolled in the third at the time of the spring semester application window.

What are the instructions for completing the application packet?

1. Complete the **Allied Health Application**, also located on the www.ccac.edu website.
2. **Career essay**
 - a. A brief description of the radiation therapy profession with an explanation of career goal(s) and why you should be accepted into the program.
 - b. Include leadership positions, community service, previous healthcare experience, customer service, or life experiences that support your motivation, qualifications or academic record.
 - c. About 2 pages, double-spaced paragraph essay form, researched, thoughtful, organized, correct grammar and mechanics; includes at least one thing learned from career videos (see below).
3. **Resume**
 - a. 1 page to include all education and professional, health-related or customer service experiences that demonstrate responsibility, work ethics/skills, community service participation, awards, certifications, other skills.
 - b. Include the name and phone number of your current work supervisor.
4. Minimum of 3 **letters of reference**/recommendation.
 - Referral letters may be from a previous employer or 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, goals, and personal attributes**.
 - Some authors choose to submit these independently. Mail to program address listed above.
5. Official **transcripts** from:
 - High school.
 - Candidates who hold a bachelor’s degree or higher **do not** need to submit high school transcripts at the time of application, but may be required to do so by the CCAC admissions office later.

- All post-secondary schools attended. Indicate on your resume if you are a current or former CCAC student and we can access your transcripts.
- Electronic requests for official transcripts are usually free and may be sent directly to the RTT program address listed above.

Associate of Science applicants must also include:

6. Minimum of 4-hours shadowing/observation documentation

- Applicants make their own arrangements at one (or more) site(s) of their choice, preferably at a facility associated with the RTT program (see clinical affiliates list).
- Print the Shadowing form to take with you. They will send it back to the program.
- Some facilities may request current clearances and/or immunizations before you may attend. Contact the supervisor of the RTT department of your choice to schedule observation and receive more information on possible requirements.

7. View career videos from:

- [WORKING IT: Radiation Therapist](#)
- [Radiation Therapy Career overview](#)
- [Dr. Kit](#)
- Indicate *at least 2* things you learned from the videos and note the date of observations in the career essay.

Certificate applicants must also include:

Documentation of:

- ARRT Radiography Exam Score of a minimum of 80%
- Professional work experience as a radiographer (if applicable) with supervisor's contact information (included on resume).
- If still enrolled in Radiography Program, the most current transcripts and grade summary progress up to the date of application signed by an official representative of the program, with anticipated graduation date.
- 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.

When will I know if I have been admitted or not?

- The evaluation process takes **after** the March 31st deadline, when all applications have been received.
- Applicants who are qualified for the interview stage will be notified via email letter in mid-late April.
- All applicants will be notified via email letter by May 15 indicating acceptance or not.

How are candidates chosen?

- Each applicant will obtain a score in a preliminary screening process based on prerequisite grades, cumulative GPA (especially math and science scores), career essay communication, observation feedback, recommendation comments, customer service and other related experience(s).
- **Certificate applicants with the highest point totals will be selected for admission.**
- **A.S. applicants with the highest point totals will be selected for an interview.**
- Seating is limited and reserved for highly qualified applicants.
- 3 applicants will be placed on a wait-list, who may be offered a position should a vacancy occur on the original roster. Seats may be offered up through the first day of class of the fall semester.

- 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 other requirements once accepted into the program?

- After acceptance notification, applicants will receive instructions for registration, textbooks, and health and criminal 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 *will not* be accepted.

Academic Requirements:

- Students must maintain a “C” or better in all courses and an overall GPA of 2.5 or higher. “RTT” courses use the CCAC Allied Health Program Grading Scale:
 - 100-93 A
 - 85-92 B
 - 75-84 C
 - 74 and below is considered failure and is grounds for academic probation and/or dismissal from the program.
- 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.

Fees/Obligations:

- Tuition is variable with residency and credits: [CCAC tuition and fees calculator](#)
- Books: Certificate: about \$250; A.S.: variable depending on the classes needed, about \$400
- Radiation monitoring device: about \$50/semester.
- CastleBranch fee (includes costs for clearances and drug screening): about \$198
- Registry exam review webinar: about \$100.
- Registry application fee: \$200.
- Graduation fee: \$20.
- Students are responsible for fees associated with medical examinations, immunizations/ labs, scrubs/clinical attire, transportation costs and parking fees. Most sites offer free parking.

Clinical information:

- Students are responsible for their own transportation to clinical facilities.
- 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.
- The clinical affiliates list is on the RTT program web page.
- 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.
- Students are placed at a different free-standing or hospital-based clinic each semester.
- 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.



Clinical days:

Certificate program

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

Associate program

Fall 1: No clinic
Spring 1: Tuesday, Thursday
Summer 1: Monday- Friday
Fall 2: Monday, Wednesday, Friday
Spring 2: Monday, Wednesday, Friday
Summer 2: Monday-Friday

For more information:

- See the FAQ, Technical and Behavioral Standards and other links on the RTT web page.
- Contact the Allied Health Secretary, Sue Manno at 412-237-2681 or smanno@ccac.edu.