

Yavapai College

Imaging Continuing Education (ICE) Program



**Computed Tomography Certificate
Magnetic Resonance Certificate**

**Information
and
Application Packet**

www.yc.edu/radiology

YC
You Can!

School of Health & Wellness Radiology Department
3800 N. Glassford Hill Road | Prescott Valley, AZ 86314
928 776 2333

Yavapai
COLLEGE

Affirmative Action

Yavapai College is an affirmative action/equal opportunity institution. For Yavapai College's nondiscrimination statement, visit www.yc.edu/aa-eeo. A lack of English language skills will not be a barrier to admission and participation in the programs of the college.

Yavapai College es una institución de oportunidades de acción/igualdad afirmativa. Para la declaración de no discriminación de Yavapai College, visite www.yc.edu/aa-eeo. La falta de conocimiento del idioma inglés no será una barrera para la admisión y participación en los programas de la universidad.

Introduction

Welcome to the Yavapai College Computed Tomography (CT) and Magnetic Resonance (MR) certificate programs. This information and application packet is designed as a reference guide for students who intend to apply for the programs. The Yavapai College CT and MR programs are committed to quality healthcare, quality education, and the standards of the profession.

Educational standards are established in compliance with the American Registry of Radiologic Technologists (ARRT). The course of study adheres to the Computed Tomography curriculum developed by the American Society of Radiologic Technologists (ASRT) and meets the requirements for structured education for post-primary ARRT certification. Since this program is considered continuing education, it is expected that you are in good standing with the ARRT and hold an ARRT certification.

Mission Statement

The mission of the Yavapai College CT and MR certificate programs is to provide quality education that will develop competent, caring, and ethical entry-level CT and MR technologists.

CT and MR Program Goals

- To graduate technologists who possess the clinical competency of an entry-level CT or MR technologist
- To graduate technologists with theoretical knowledge and critical-thinking skills to produce quality studies

- To prepare technologists to successfully challenge the ARRT Post-Primary Certification Examination in Computed Tomography or Magnetic Resonance Imaging

Program Philosophy

The CT and MR certificate programs' staff shares the mission and values of Yavapai College. We are committed to contributing to the profession of radiography through teaching and service. We recognize that students are unique, come from diverse backgrounds, and have individual learning needs. We believe that radiography is an art and a science, and that a sound education curriculum integrates knowledge from the sciences and the humanities. The CT and MR curricula are based on the concepts of competency-based learning.

CT Program Learning Outcomes

The curriculum established by the American Society of Radiologic Technologists (ASRT) for CT is designed to support skill development in specific content areas and to ensure that entry-level CT technologists meet the following general program outcomes.

1. Explain the design of CT scanner generations.
2. Explain how adjusting operator console parameters affects CT image data.
3. Describe the process and the factors that influence data acquisition.
4. Define the tools used and the post-processing techniques needed for image enhancement.
5. Discuss the role and the ethical considerations of the CT technologist in reducing radiation dose including technical factor selection, positioning, and shielding.
6. Discuss factors that affect CT image quality, including artifacts.
7. Perform CT exams as outlined in the competency requirements for post-primary certification of the American Registry of Radiologic Technologists (ARRT) in Computed Tomography.
8. Identify specific organs or structures on a cross-sectional acquired or reformatted CT image.
9. Identify pathologic processes on CT images.
10. Review CT images for quality, accuracy and completeness.

MR Program Learning Outcomes

The curriculum established by the American Society of Radiologic Technologists (ASRT) for MR is designed to support skill development in specific content areas and to ensure that entry-level MR technologists meet the following general program outcomes.

1. Describe how the MR signal is produced and detected and how the image is acquired.
2. Understand magnetism and magnetic properties.
3. Identify the major hardware components in MR imaging.
4. Explain the functionality of the radiofrequency, gradients systems, and role of coils in image acquisition.
5. Explain intrinsic and extrinsic parameters that affect image quality.
6. Discuss proper screening, patient preparation, use, and adverse effects of MR contrast agents.
7. List parameters related to tissue characteristics that affect image quality, and apply proper pulse sequences in MR imaging.
8. Describe how imaging parameters determine contrast and resolution on MR images.
9. Define the tools used and the postprocessing techniques needed for image enhancement.
10. Perform MR exams as outlined in the competency requirements for Post-Primary Certification of the American Registry of Radiologic Technologists (ARRT) in Magnetic Resonance (MR).
11. Identify specific organs or structures on a cross-sectional acquired or reformatted MR image.
12. Explain the appearance of normal tissue and pathologic processes on MR images.
13. Review MR images for quality, accuracy, and completeness.

Program Descriptions

The **Computed Tomography (CT) certificate program** is comprised of two courses designed as facilitated and self-directed learning for radiologic professionals (post-primary) who are in good standing with the ARRT. The program offers both didactic coursework and clinical-skills experiences necessary to prepare the student to challenge the ARRT Post-Primary Certification Examination in Computed Tomography. The certificate can be completed in one semester.

The **Magnetic Resonance (MR) certificate program** is comprised of two courses designed as facilitated and self-directed learning for radiologic professionals (post-primary) who are in good standing with the ARRT. The program offers both didactic coursework and clinical-skills experiences necessary to prepare the student to challenge the ARRT Post-Primary Certification Examination in Magnetic Resonance Imaging. The certificate can be completed in one semester.

The programs are designed around a model of online instruction integrated with hands-on experience in a clinical setting that provides an educational foundation and a professional preparation to enter the workforce as an entry-level practitioner upon completion.

The CT and MR certificate programs are demanding experiences that involve clinical and online instruction coursework. Students must be adequately prepared to meet the challenge, establish priorities prior to the start of classes, and maintain a minimum 2.5 GPA in the program courses to remain in the program.

Graduates of the programs are eligible to:

1. Receive a certificate in either Computed Tomography or Magnetic Resonance.
2. Challenge the ARRT Post-Primary Certification Examination in Computed Tomography or Magnetic Resonance Imaging.

CT Program-Specific Requirements

Course	Title	Hours
ICE 100	Computed Tomography	3
ICE 110	Computed Tomography Clinical Education I	3

MR Program-Specific Requirements

Course	Title	Hours
ICE 200	Magnetic Resonance	3
ICE 210	Magnetic Resonance Clinical Education I	3

Clinical Education—Requirements and Eligibility

Applicants must be currently employed at the facility where they will receive clinical training and must have the approval of the department director as a condition of acceptance into the program. The application form must also identify the designated clinical instructor at that facility. It is required that an initial clinical-training schedule be submitted with the application for the applicant to be considered eligible for admission. The college has clinical-affiliation agreements with the following institutions:

- Yavapai Regional Medical and Imaging Centers
- Northern Arizona Healthcare
- Northern Arizona Veterans Administration

Program Location

The CT and MR certificate programs are offered *only* at the YC Prescott Valley Center located at 3800 N. Glassford Hill Road, Prescott Valley, AZ 86314; the college does not offer radiology courses in other district locations. Students are required to provide their own transportation to off-campus clinical assignments.

Confidentiality of Student Records

The program maintains a file for each applicant and student that contains documentation related to admission and progression in the program. The Yavapai College CT and MR certificate programs follow the college guidelines for confidentiality of student records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA).

Technical Standards

This statement of the Technical Standards of the Yavapai College CT and MR certificate programs identifies the functional abilities deemed by the radiography faculty to be essential to the practice of radiologic sciences. The Technical Standards are reflected in the program's performance-based outcomes, which are the basis for teaching and evaluating all radiologic-sciences students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the CT and MR certificate programs should contact the Disability Resources office at 928-776-2085 to discuss the process of identifying reasonable accommodations. Students should seek accommodation advising as soon as possible so that

a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission to the CT and MR certificate programs who may have questions about the Technical Standards and appropriate reasonable accommodations are invited to discuss their questions with the Disability Resources office. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of CT and MR practice for all students.

The practice of Computed Tomography or Magnetic Resonance requires the following functional abilities with or without reasonable accommodations.

- **Visual acuity** sufficient to assess patients and their environments, and to implement the imaging-services plans that are developed from such assessments.
Examples of relevant activities:
 - Detect changes in skin color or condition.
 - Collect data from recording equipment and measurement devices used in patient services.
 - Detect a fire in a patient area and initiate emergency action.
 - Draw up the correct quantity of medication into a syringe.
- **Hearing ability** sufficient to assess patients and their environments, and to implement the imaging-services plans that are developed from such assessments.
Examples of relevant activities:
 - Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions.
 - Communicate clearly in telephone conversations.
 - Communicate effectively with patients and with other members of the health-services team.
- **Olfactory ability** sufficient to assess patients and to implement the imaging-services plans that are developed from such assessments.
Examples of relevant activities:
 - Detect foul odors of bodily fluids or spoiled foods.
 - Detect smoke from burning materials.
- **Tactile ability** sufficient to assess patients and to implement the imaging-services plans that are developed from such assessments.
Examples of relevant activities:
 - Detect changes in skin temperature.
 - Detect unsafe temperature levels in heat-producing devices used in patient services.
 - Detect anatomical abnormalities, such as infiltrated intravenous fluid.

- **Strength and mobility** sufficient to perform patient-services activities and emergency procedures.
Examples of relevant activities:
 - Safely transfer patients in and out of bed or wheelchair.
 - Turn and position patients as needed to prevent complications due to bed rest.
 - Hang intravenous bags at the appropriate level.
 - Accurately read the volumes in body-fluid-collection devices hung below bed level.
 - Perform cardiopulmonary resuscitation.
 - Transport patients using stretchers or wheelchairs.

- **Fine motor skills** sufficient to perform psychomotor skills integral to patient services.
Examples of relevant activities:
 - Safely dispose of needles in sharps containers.
 - Manipulate small equipment and containers, such as syringes, vials, and ampules, in preparation for contrast-media administration.

- **Physical endurance** sufficient to complete assigned periods of clinical practice.

- **Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication.

- **Emotional stability** to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient-services responsibilities.

- **Cognitive ability** to collect, analyze, and integrate information/knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

Applications for admission also must have the following submitted to Castle Branch:

1. **Current negative 2-Step TB skin test (2 separate tests & readings given within 3 weeks of each other) or chest X-ray** diagnostic report stating that no tuberculosis is present.
2. **Copy of valid Basic Life Support (BLS) for Healthcare Providers** (front and back, with your signature).
3. **Copy of your Health Insurance coverage.**
4. **Immunization** see required immunizations on page 14 & 15 of application.

Important:

- *Your application must contain all the required documents and be legible to be considered for admission to the program.*
- *Applicants should keep their original documents and submit only copies with their application.*
- *Use the checklist at the end of the application packet to ensure that you include everything that is required.*
- *Submit your application via secure upload to: Secure upload-select radiology not admissions.*

<https://www.yc.edu/secureupload>

Thank you!

Remember: *Copies* of all documents in support of the information provided by you must be attached as part of a complete application. Do not submit your originals!

Academic Advising

Academic advising is available to all students seeking admission to the CT and MT certificate programs. Contact the Academic and Career Advising office on the Prescott Campus at 928-776-2106 or on the Verde Valley Campus at 928-634-6510.

Admissions

Enrollment is limited and is based on approval of the department director of the facility in which you are working in addition to completion of other admission documents. The CT certificate program is offered every Fall, Spring, and Summer semester. The MR certificate program is offered every Fall and Spring semester.

Readmission to the Program

Students who are unable to complete the semester or fail to successfully complete a course will be dropped from the program but may apply for readmission. Students will be denied readmission if the cause for withdrawal or failure was due to safety concerns of any nature, breach of patient confidentiality, behavioral issues, or code-of-ethics violations.

Estimated Program Costs

Estimated Costs for the Imaging Continuing Education Program for 2022–2023 (Based upon Arizona Resident Student Status)

Tuition for Program Courses \$98.00 per credit (6 credits)	\$588.00
My Clinical Exchange: For clinical site compliance	\$39.50
Textbooks (<i>approximate costs</i>) <ul style="list-style-type: none">• <i>CT (optional textbooks)</i> \$200.00• <i>MR (optional textbooks)</i> \$125.00• MRO – Cross-sectional anatomy (for CT or MR) [required] \$59.95	
**CastleBranch Background Check, Immunization Tracker & Drug Screen	\$136.50 <i>(please view the note below to determine if you will need to purchase this package)</i>

****Dignity Health will waive the need for a drug test and background check for current employees.**

****NAH will waive the need for a drug test and background check for current employees.**

Therefore, you will not need to purchase a CastleBranch drug test or background check package if Dignity Health or NAH is your current employer. **Former students** are able to submit updated documents to their previous CastleBranch account.

The information above is provided to give students and advisors an approximate cost of the program (actual costs may be higher or lower).

Financial Aid

The CT and MR certificate programs are **not eligible** for federal financial aid. To explore other financial-aid opportunities, please contact the **YC Answer Center** on the Prescott Campus in the lobby of Building 1 (928-776-2149), or the **Financial Aid** offices on the Prescott Campus (928-776-2152) or the Verde Valley Campus (928-634-6502).

Zero Tolerance for Threats and Disruptive Behavior Policy Guidelines

Yavapai College has a Zero Tolerance for Threats and Disruptive Behavior policy (YC Policy 2.26).

Any CT or MR certificate program student engaging in the following behaviors is subject to immediate dismissal from classes and disciplinary action as described in the Yavapai College *Student Code of Conduct* (<https://www.yc.edu/Student Code of Conduct>) and the *Yavapai College Computed Tomography and Magnetic Resonance Programs Student Handbook*.

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession of any controlled substances or illegal drug for any purpose (i.e., distribution, personal use) on the campus or at a clinical site.
4. Any misconduct covered by the Yavapai College *Student Code of Conduct*.

Health Guidelines – Physical Requirements

It is essential that students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift and/or reposition patients, stand for several hours at a time, and perform bending and twisting activities. Students will be required to transport patients on gurneys and in wheelchairs, move heavy equipment throughout the clinical site, and must be physically capable of performing CPR in an emergency situation. A standard guideline assigned to weight-lifting capability is 50 pounds; however, students will encounter situations requiring them to lift and manipulate greater than 50 pounds.

It is advisable that students consult with their physicians prior to the start of this program to determine their ability to perform the necessary job requirements. Students who have a chronic illness or condition must be capable of implementing safe, direct patient care while maintaining their own current treatments or medications.

The clinical experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Applicants should give careful consideration to the mental and physical demands of the program.

Required Immunizations to be submitted to Castle Branch

1. **MMR** (measles/rubeola, mumps, rubella)

Options to meet this requirement:

- a. Attach a copy of proof of two previous MMR vaccinations to the Immunization and Documentation Cover Sheet; **or**
- b. If you have had all three illnesses **or** you have received the vaccinations but have no documented proof, you must have a titer drawn for each illness.
 - i. If the titer is POSITIVE, attach a copy of the results to the Immunization and Documentation Cover Sheet; **or**
 - ii. If the titer is NEGATIVE, you must get two MMR vaccinations (each 30 days apart) and attach documentation to the Immunization and Documentation Cover Sheet.

2. **Varicella** (chicken pox)

Options to meet this requirement:

- a. Attach a copy of proof of a POSITIVE IgG titer for Varicella;
or
- b. If the titer is NEGATIVE, attach a copy of proof that you received two Varicella vaccinations (each 30 days apart) to the Immunization and Documentation Cover Sheet.

3. **Tetanus/Diphtheria and Pertussis (TDaP) immunization within the past 10 years.**

Attach a copy of proof of a TDaP vaccination to the Immunization and Documentation Cover Sheet.

4. **Influenza**

Each season there are new strains of flu, which requires the production of a new vaccine to cover them. The flu “season” generally runs from September through March.

5. **Tuberculosis**

Options to meet this requirement:

- a. Attach a copy of proof of a recent NEGATIVE 2-STEP TB skin test (PPD). Note: TB 2-step skin test is two separate tests given with two separate readings within 3 weeks of each other and **must be current**. Records for PPD require the name and signature of the healthcare provider as well as the findings.
or
- b. If you have a POSITIVE TB skin test you must submit a **current** chest x-ray diagnostic report stating that you are negative for TB.

6. Hepatitis B

In order to apply to the program, you must complete at least one injection and stay on track with the subsequent two injections according to the timeline set forth in “c” below.

Options to meet this requirement:

a. Attach a copy of proof of completion of three Hepatitis B injections to the Immunization and Documentation Cover Sheet.

or

b. Attach a copy of proof of a POSITIVE HbsAB titer to the Immunization and Documentation Cover Sheet.

or

c. If you have not received the injections in the past, you must obtain the first injection and attach a copy of proof of the injection to the Immunization and Documentation Cover Sheet. Then, you must receive the second injection in one month and the third injection five months after the second injection. Submit documentation to the Radiology Department instructional support specialist.

7. COVID-19

You must upload a copy of your 2 step COVID-19 vaccination card. The boosters are not required. If you have or need a COVID-19 exemption please get in touch with us about how to acquire that.

Background Check

All students are required to obtain a background check. The cost of this background check is at the student’s expense. Due to clinical agency contracts, any negative results will be reviewed by the Radiology program director on a case-by-case basis to determine admission or continuation in the program.

Basic Life Support (BLS) for Healthcare Providers (to be uploaded in CastleBranch)

All CT and MR students must have valid, *current* BLS for Healthcare Providers *based on their employer’s certification requirements*.

Health Insurance Coverage (to be uploaded in CastleBranch)

Drug Testing

Random drug testing is a standard procedure throughout the Imaging Continuing Education programs. The first drug test will be at the student’s expense. Any subsequent drug testing

will be done at the program's expense. When students are informed that they are subjects of random drug testing, they will be provided an appropriate form and a list of local laboratories that they can utilize. The drug testing must be completed by the end of that business day.

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, Yavapai College will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act.

Because Yavapai College could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Students who violate Yavapai College policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment. Please refer to the following documents:

- **Yavapai College *Student Code of Conduct***
<https://www.yc.edu/Student Code of Conduct>
- **Drug Free Workplace Policy, HR 2.32**
<https://www.yc.edu/v5content/policies/docs/200hr/232-drugfreewp.pdf>

Ethics Requirements

Admission to or graduation from the Yavapai College CT or MR certificate programs does not guarantee eligibility for the American Registry of Radiologic Technologists (ARRT) Post-Primary Certification Examination. Other eligibility requirements of the ARRT must be met. Individuals with misdemeanor or felony convictions should apply to ARRT for an evaluation of examination eligibility prior to admission to the CT or MR certificate program. You may request a preapplication review form by contacting the ARRT at:

<https://www.arrt.org/pages/resources/ethics-information>

651-687-0048, ext. 8580

1255 Northland Drive, St. Paul, MN 55120-1155

Students are encouraged to disclose any issues related to the ARRT Rules of Ethics, the ARRT Rules and Regulations, and the ARRT Standards of Ethics at the time of their admission interview or prior to application. ***Failure to disclose any ethics issues prior to admission is grounds for withdrawal from the program.***

Yavapai College CT or MR Certificate Program Application for Admission

(Please Fill-In)

Apply to Program (select one)

Year:

Y# _____

Name: (Last)	(First)	(Middle)
Address: (Street)	(City, State)	(Zip Code)
Phone: (Home)	(Work)	(Cell)
YC Student Email Address: _____		
Personal Email Address: _____		

Education

Name and Location of School	Dates Attended		Degree Awarded
	From: Mo/Yr	To: Mo/Yr	
High School			
College			
Other			

Employment History

Name and Address of Employer	Position	From Mo/Yr	To Mo/Yr	Reason for Leaving
1.				
2.				
3.				
4.				

Clinical-Rotation Schedule complete (240 hours): ___Yes ___No
(please attach schedule) *once accepted to the program hours & site location may need to vary based on what exams you need to complete and the workload you're being exposed to ensure you meet the repetitions required by the ARRT.*

***This is not required to be accepted but does help your clinical coordinator to place you based on the hours you have available for clinicals.*

PLEASE READ CAREFULLY AND SIGN BELOW

I certify that the information on this application is complete and accurate to the best of my knowledge. I understand that withholding information or giving false information may make me ineligible for admission and enrollment. I release from all liability or damages those persons, agencies, or organizations who may furnish information in connection with my application for admission. If accepted, I agree to read and abide by all Yavapai College and department policies and procedures.

Signature: _____ Date: _____

Ethics Requirements Form

Admission to or graduation from the Yavapai College CT or MR certificate program does not guarantee American Registry of Radiologic Technologists (ARRT) registration or state licensure. Licensure, certification and registration requirements, and the subsequent procedures are the exclusive right and responsibility of the ARRT and the Arizona Medical Radiologic Technology Board of Examiners (MRTBE).

Students must satisfy the requirements of the ARRT and the Arizona Revised Statutes Rules and Regulations, independently of any college or program requirements for graduation. According to the ARRT, every candidate for certification must “be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics,” and they must “agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics.” Certain types of convictions may make an applicant ineligible for registration. These documents are available for review on the ARRT website at:

<https://www.arrt.org/pages/resources/ethics-information>

I have read and understand the information regarding certification and licensure discussed on the ARRT website.

Applicant Name (Please Print)

Applicant Signature

Date

Immunization and Documentation Cover Sheet (for your records)

Please submit all supporting documentation to Castle Branch.

Immunizations: MMR / Hepatitis B / Varicella / TDaP/COVID-19

MMR

Date of **1st MMR** Immunization _____ } **or** Date of Titer _____
Date of **2nd MMR** Immunization _____ }

Hepatitis B

Date of **1st Hep B** Immunization _____ } **or** Date of Titer _____
Date of **2nd Hep B** Immunization _____ }
(2nd Hep B not required for program entry)
Date of **3rd Hep B** Immunization _____ }
(3rd Hep B not required for program entry)

Varicella

Date of **1st Varicella** Immunization _____ } **or** Date of Titer _____
Date of **2nd Varicella** Immunization _____ }

TDaP

Date of **TDaP** Immunization _____

Influenza

Date of **Influenza** Immunization _____

COVID-19

Date of **1st COVID-19** Immunization & Manufacturer _____

Date of **2nd COVID-19** Immunization & Manufacturer _____

Optional:

Date of **COVID-19 Booster** Immunization & Manufacturer _____

Yavapai College Application Checklist CT or MR Program

- Completed **Application for Admission** form for the Computed Tomography (<https://www.yc.edu/secureupload>)
- Copy of your valid **ARRT** certification in Radiography
- Copy of your valid **Arizona state license** in Radiography
-APPLY for your AZ CT Student License through the AZDH
- Copy of **photo ID** (driver's license, front and back)
- Preliminary clinical-rotation schedule. The days scheduled for training must fall within the semester time frames in which student is enrolled in program. Please refer to the Yavapai College academic calendar for semester start and end dates.
- Signed copy of the Ethics Requirements Form (**Students must go to <https://www.arrt.org/pages/resources/ethics-information> and review the information pertaining to ethics requirements.**)

The below must be submitted to Castle Branch

- Current negative TB 2-Step (two separate tests with two separate readings within 3 weeks of each other) skin test OR chest x-ray** diagnostic report stating that no tuberculosis is present
- Valid **BLS for Healthcare Providers** card (front and back)
- Current Health Insurance card** (front & back)
- Immunization Documentation** copies of documents supporting immunization status

CastleBranch.com

Yavapai College Computed Tomography Certificate or Magnetic Resonance Certificate

Student Instructions

What is CastleBranch.com?

CastleBranch.com is a background-check and drug-screen service that allows you to purchase your own background check and drug test. The results of the background check and drug test are posted to the

CastleBranch.com website in a secure, tamper-proof environment where students and Yavapai College Radiology Department faculty can view the results.

Background Check, Immunization Tracker, and Drug Test

The Yavapai College Radiologic Technology program requires each student entering the degree program to complete the following requirements:

1. Completion of a background check by CastleBranch.com.
2. Upload to the CastleBranch.com Immunization Tracker: proof of immunizations for MMR, Hepatitis B, Varicella, and TDaP; a *current* American Heart Association CPR/Basic Life Support (BLS) for Healthcare Providers card; a negative TB skin test or clear chest x-ray; and an Arizona Department of Public Safety Level One Fingerprint Clearance card.
3. Purchase a drug test through CastleBranch.com. ***Please note: Drug tests are administered by Sonora Quest Laboratories. The Yavapai College Radiology Department will send you a lab form by U.S. mail with directions to finding a lab site close to you. Keep the form until we call you on a randomly selected date to proceed to a test center; at that time, you will have 24 hours to complete the test. We will contact you—there is no need to do anything else for the drug test at this time!***

How Do I Order My Background Check, Immunization Tracker, and Drug Test?

It's easy!

1. Go to www.castlebranch.com.
2. Click the **Place Order** box on the top right side of the website, enter the package code **YA91ct or YA91mr which ever program applying for**, and click **Submit**. This is an all-inclusive package that includes everything you need to pay for with CastleBranch.com for your entire program.
3. Enter the required information and finish by selecting a method of payment. There are multiple options: MasterCard, Visa, Discover, or debit card. You may choose to pay for your order in monthly installments; the monthly installment amount depends upon the amount of the order and includes a \$2.99 per installment payment fee. You can also pay by electronic check or money order for an additional \$10.00; payment by electronic check or money order may delay order processing by 7–10 days until the payment is received.

Your Package Code is YA91ct or YA91mr. The cost is \$136.50*

Students must purchase the package online at www.castlebranch.com. All required documentation must be uploaded to your account and marked "Complete" by CastleBranch one month prior to the beginning of the semester.

Please note: *The package price above includes a nationwide search. Prior to purchasing this package, please reference page 11 for specific guidelines.*

CastleBranch Website: www.castlebranch.com

CastleBranch Support Desk: 888-723-4263