

# YAVAPAI COLLEGE



## LXMO SUMMER 2026 PROGRAM HANDBOOK

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# WELCOME

## LIMITED X-RAY MACHINE OPERATOR CERTIFICATE

PAGE 03

This handbook is designed as a reference source for Limited X-Ray Machine Operator Students & Faculty. It is interactive: hold ctrl over the topic of interest in the table of contents. Select the topic and the document will take you directly there.

The program is committed to quality healthcare, quality education, and the standards of the profession.

### PROGRAM MISSION

The mission of the Yavapai College Limited X-ray Machine Operator program is to provide quality education that will develop competent, caring, and ethical limited scope radiographers who adaptable to continuous changes in the healthcare system.

### PROGRAM GOALS

- Demonstrate the clinical competency expected of entry-level limited x-ray machine operator.
- Communicate effectively within the radiologic science industry.
- Demonstrate critical thinking and problem-solving skills.
- Exhibit professional behavior in alignment with the ethical and professional standards of radiologic science.

### PROGRAM OVERVIEW

The Limited X-Ray Machine Operator Certificate is a one (1) year program. The certificate program will prepare students for entry level positions as nationally credentialed limited technologists and/or as certified practical technologists in radiology (CPTR), within the state of Arizona. The program is designed around a model of online coursework, face-to-face laboratory courses, as well as, clinical education which is a hands-on experience within an assigned clinical setting. This career ladder opportunity assists MAs and other healthcare employees in obtaining stackable credentials for job placement throughout a variety of healthcare settings.

The program starts once per year, in the summer semester. Students must complete BIO160 Introduction to Human Anatomy & Physiology as a pre-entry course and 30 credits of major core courses including electives.



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Each student enrolled in the Limited X-Ray Machine Operator Certificate Program is responsible for reading, understanding, and complying with the guidelines presented in the Student Handbook.

***A student's signature on the Student Agreement Form represents a contractual agreement between the Yavapai College Limited X-Ray Machine Operator Certificate Program and the student.*** Failure to abide by the guidelines set forth in the Student Handbook may result in disciplinary action, including mandatory withdrawal from the program.

## **Policy Changes**

Yavapai College and the Limited X-Ray Machine Operator Program reserve the right to add, revise, or repeal its policies and requirements at any time.



## Academic Calendar [2026-2027]

### Academic Calendar

#### **Summer Semester 2026: June 1 – July 23 Monday-Thursday**

<b>Memorial Day Holiday (offices closed)</b>	<b>Mon. May 25</b>
Summer Semester Begins	Mon. June 1
<b>Juneteenth Holiday (Observed) (no classes, offices closed)</b>	<b>Thurs. June 18</b>
<b>4<sup>th</sup> of July Holiday (Observed) (no classes, offices closed)</b>	<b>Mon. July 6</b>
Summer Session Ends	Thurs. July 23
Final Grades Due to Registrar	Wed. July 29

#### **Fall Semester 2026: August 17 – December 16**

Fall Semester Begins (16-Week and first 8-Week Sessions)	Mon Aug 17
<b>Labor Day Holiday (no classes, offices closed)</b>	<b>Mon Sept 7</b>
First 8-Week Semester Ends	Fri Oct. 9
<b>Fall Break (no classes, offices closed)</b>	<b>Mon-Fri Oct 12-16</b>
Second 8-Week Session Begins	Mon Oct. 19
<b>Veterans Day (no classes, offices closed)</b>	<b>Wed. Nov. 11</b>
<b>Thanksgiving Holiday (no classes, offices closed W-F)</b>	<b>Wed-Sun Nov 25-29</b>
Fall Semester Ends (16-Week and second 8-Week Sessions)	Wed. Dec. 16

#### **WINTER BREAK (Offices closed): Sat, Dec. 19 – Sun, Jan. 3**

#### **Spring Semester 2027: January 19 – May 14**

<b>Martin Luther King Day Holiday (no classes, offices closed)</b>	<b>Mon. Jan. 18</b>
Spring Semester Begins (16-Week and first 8-Week Sessions)	Tues. Jan. 19
First 8-Week Semester Ends	Fri. March 12
<b>SPRING BREAK (no classes, offices closed)</b>	<b>March 15-19</b>
Second 8-Week Session Begins	Mon. March 22
Spring Semester Ends (16-Week and second 8-Week Sessions)	Fri. May 14



## Institution Policy

### **Yavapai College Equal Opportunity Statement**

Yavapai College is an affirmative action/equal opportunity institution. A lack of English language skills will not be a barrier to admission and participation in the programs of the college. [https://www.yc.edu/v6/marketing/equal\\_opportunity.html](https://www.yc.edu/v6/marketing/equal_opportunity.html)

### **Student Resources**

- Yavapai College recognizes that access to basic needs such as food and safe shelter are vital to a successful academic experience. Students who have difficulty affording groceries or accessing sufficient food to eat, lack a safe and stable place to live, have difficulty affording required items for classes, or are without health insurance may contact the [Strong Foundations](#) program for basic needs support services.
- [Disability Resources](#) ensures qualified students with disabilities equal access and reasonable accommodations in all Yavapai College academic programs and activities. YC supports disability and accessibility awareness and promotes a welcoming environment for all. The Americans with Disabilities Act of 1990 ion 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations. Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through Disability Resources by phone at 928.776.2085 or email [disabilityresources@yc.edu](mailto:disabilityresources@yc.edu).
- [Learning Center Resources](#) offers a multitude of tutoring services to students. Included in this is a free Radiology Tutor.

### **FERPA**

The Family Education Rights and Privacy act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.

<https://www.yc.edu/v6/registrar/ferpa.html>



## **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 Limited X-Ray Machine Operator program follows the College guidelines for confidentiality of student records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA).

## **Student Right to Know**

Student Right to Know (SRTK) refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates. Yavapai College has included additional success measure from the Voluntary Framework of Accountability (VFA).

The Higher Education Opportunity Act requires colleges participation in Federal Student Aid Program to make certain information easily available to consumers. Yavapai College had complied the information below in compliance with that federal law.

<https://www.yc.edu/v6/institutional-research/students-right.html>

## **Civil Dialogue Statement**

Regardless of venue or delivery method, faculty must ensure and maintain an environment appropriate for higher education. To promote a positive educational experience, appropriate and civil communication is an expectation of all students. All communication must remain respectful. Language or behavior that is threatening, intimidating, harassing, defamatory, libelous, or obscene is unacceptable. Hate speech is prohibited. Failure to abide by these standards may result in disciplinary measures. Please see [Public Access and Expression on College Property \(10.10\)](#) for further detail.

## **Title IX-Sexual Misconduct**

Yavapai College does not deny or limit any student or employee the ability to participate in or benefit from any program offered by the institution on the basis of sex or gender. Sexual harassment, which includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence, and stalking, are forms of gender-based discrimination prohibited by Title IX.



The college encourages students and employees to report incidents of sexual misconduct as soon as possible to the Title IX Coordinator or to a Deputy Title IX Coordinator. Contact information for Coordinators can be found at [Sexual Misconduct Resources](#).

### **Academic Integrity**

Honesty in academic work is a central element of the learning environment. It is expected that students will submit their own work. The presentation of work not created by the student as one's own or the act of seeking unfair academic advantage through cheating, plagiarism, the prohibited use of generative AI, or other dishonest means are violations of the college's Student Code of Conduct.

Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the [Yavapai College Student Code of Conduct](#).

### **Generative Artificial Intelligence (AI)**

Yavapai College encourages the thoughtful use of emerging technologies, including Artificial Intelligence (AI) and Virtual Reality (VR), as part of your learning. These tools can foster creativity, innovation, and skill development. At the same time, academic integrity requires that your work reflects your own knowledge and abilities. AI can support your learning, but it cannot replace your responsibility to think critically, apply course concepts, and demonstrate your skills. Generative AI may be utilized as a tool to support your learning. For example, creating practice quizzes, clarifying concepts, or creating study guides. [Explore AI tools offered by YC for effective and ethical ways to support your learning. Links to an external site.](#) Any additional approved uses of AI will be specified by your instructor for each assignment. Misrepresenting AI-generated work as your own is a violation of academic integrity and subject to college policy. When in doubt about the use of Generative AI for an assignment, consult your instructor.

### **Attendance**

**Students are expected to attend and participate in all class meetings, laboratories, and field trips.** A student who expects to be absent due to a school-sponsored activity must make prior arrangements with their instructor. A strong correlation exists between class attendance and success in the program. Should an absence be necessary in a required class, lab, or clinical assignment, the student will be held responsible for all material presented in that class. **Habitual absence from any of these meetings may necessitate a Program Director-initiated withdrawal from the course.**



## Course Withdrawal

A student-initiated withdrawal deadline is established by the college. If a student has not withdrawn from a class by the deadline, the student will receive the letter grade earned in the course at the end of the semester; earned grades will be posted on the student's permanent record.

## Student Code of Conduct

Respect for the rights of others and for the college and its property are fundamental expectations for every student.

The [Student Code of Conduct](#) outlines behavioral expectations and explains the process for responding to allegations of student misconduct.

Students are expected to respond and write in a respectful, professional, and appropriate manner in all forms of communication and when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class.

## Zero-Tolerance Guidelines

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

Any Limited X-Ray 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/v5content/student-services/codeofconduct.htm>) and the *Program 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*.

### **Arizona Medical Marijuana Act (Prop. 203)**

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.

**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 Yavapai College Student Code of Conduct: <https://www.yc.edu/v5content/student-services/codeofconduct.htm>.

Intoxicated/impaired behaviors that are disruptive to the learning process violate the Yavapai College Student Code of Conduct (<https://www.yc.edu/v5content/student-services/codeofconduct.htm>). Also, a student in a clinical assignment who is under the influence of alcohol or drugs that impair judgment poses a threat to the safety of patients. For these reasons, evidence of use of these substances, documented by positive drug



and/or alcohol screening tests, will result in immediate withdrawal of the student from the program. In the event of an appeal, Yavapai College will make every effort to expedite the appeal process and assure the student of fundamental fairness.

### **Cell Phones and Texting**

Yavapai College is committed to providing a quality learning environment. All cell phones must be placed in a non-audible mode while in classrooms, clinical assignments, computer labs, the library, the Learning Center, and testing areas. Cell phones must be used outside these facilities.

### **Student Course Evaluations**

Students will complete evaluations each semester regarding the effectiveness of faculty, courses, clinical preceptors, and clinical-education sites. The results are summarized by the Program Director and, if statistically valid, are shared with various communities of interest in the college and clinical education settings. Results can be discussed at advisory board or faculty meetings. Finally, feedback is gathered and assessed to assist with program improvements.

## **Program Curriculum and Grading Policy**

### **Program Learning Outcomes**

Upon successful completion of the Limited X-Ray Machine Operator certificate program, the learner will:

1. Demonstrate the clinical competency expected of entry-level limited x-ray machine operator.
2. Communicate effectively within the radiologic science industry.
3. Demonstrate critical thinking and problem-solving skills.
4. Exhibit professional behavior in alignment with the ethical and professional standards of radiologic science.



## Limited X-Ray Machine Operator Certificate

**Total Credits: 34**

### Progression Plan

Spring Term 1 [Pre-Entry]	Hours	Notes
<ul style="list-style-type: none"> <li>BIO 160 Intro to Human Anatomy and Physiology</li> <li><b>OR</b> BIO 201 Human Anatomy &amp; Physiology I</li> </ul>	4	<b>Prerequisite:</b> Reading Proficiency <b>Prerequisite:</b> BIO156 or BIO181
<b>Term hours subtotal:</b>	<b>4</b>	
Summer Term 1	Hours	Notes
<ul style="list-style-type: none"> <li>RAD 100 Introduction to Medical Imaging [online]</li> <li>RAD 101 Limited Radiographic Positioning I [online]</li> <li>RAD 105 Limited Radiographic Positioning Lab I [in-person 2 days/week]</li> </ul>	2 3 1	<b>Prerequisite:</b> Program Admission. BIO 160 may be taken concurrently
<b>Term hours subtotal:</b>	<b>6</b>	
Fall Term 1	Hours	Notes
<ul style="list-style-type: none"> <li>RAD 161 Radiology Clinical Education I [off site clinical location] [approx. 24 hrs per week-travel in excess of 1.5 hours may be required] [clinical courses begin before the semester start date on the academic calendar]</li> <li>RAD 158 Radiographic Image Production [online]</li> <li>RAD 103 Limited Radiographic Positioning II [online]</li> <li>RAD 104 Limited Radiographic Positioning Lab II [in-person 2 days/week]</li> <li>RAD 170 Radiology Patient Care and Pharmacology [online]</li> </ul>	3 2 3 2 2	
<b>Term hours subtotal:</b>	<b>12</b>	
Spring Term 2	Hours	Notes
<b>1<sup>st</sup> 8 weeks</b>		
<ul style="list-style-type: none"> <li>RAD 185 Radiographic Image Analysis [online]</li> </ul>	2	
<b>Full Term</b>		
<ul style="list-style-type: none"> <li>RAD 135 Radiation Physics &amp; Equipment [online]</li> <li>RAD 162 Radiology Clinical Education II [off site clinical location] [approx. 24 hrs per week-travel in excess of 1.5 hours may be required] [clinical courses begin before the semester start date on the academic calendar]</li> </ul>	3 4	
<b>2<sup>nd</sup> 8 weeks</b>		
<ul style="list-style-type: none"> <li>RAD 175 Radiation Biology &amp; Protection [online]</li> <li>RAD 115 Introduction to Bone Densitometry [online]</li> </ul>	2 1	
<b>Term hours subtotal:</b>	<b>12</b>	



## **Grading**

A minimum of **75.0%** in each course is required to move forward in the program progression. All courses within the program are graded “A” through “F” without an “S” or “U” option. Grades are not rounded or curved.

<u>Percentage Score</u>	<u>Letter Grade</u>
90–100%	A
80–89.99%	B
75.0–79.99%	C
60–74.99%	D
0–59%	F

## **Incomplete Grades**

A grade of “I” may be requested by a student and will be posted to the student’s permanent record only at the end of a semester in which the student has done the following:

1. Has completed a significant majority of the work required for the course while maintaining a “C” average for work submitted and is capable of completing the remainder of the required work for the course.
2. Experienced extenuating circumstances that prevent completion of the course requirements.

It is the exclusive responsibility of each student receiving an Incomplete to be in communication with the instructor and complete the course(s) by the deadline established by the instructor, the maximum of which can be 30 days. The instructor will then initiate a Change of Grade form. If the instructor is no longer available, the student should contact the Radiology Program Director. If the work required is not completed by the deadline established by the instructor, the grade specified by the instructor will be posted to the permanent record.

## **Academic Advising**

Working closely with an adviser is required for the duration of the program. Contact the following offices to speak to an advisor:

Prescott Campus: 928-776-2106 - Verde Valley Campus: 928-634-6510



## **Program Advising Process**

A student whose weighted grade total falls below 80% will meet with the instructor to discuss possible factors contributing to low performance and will also meet with the Director of Radiology to develop a Step Improvement Plan.

The Program Director and the instructor will review the student's overall performance for the semester and discuss areas that need improvement. If during the second evaluation period in the semester, the student's weighted total is less than 80%, the student will be immediately placed on step two of the Step Improvement Plan. If the student fails to complete requirements of the Step Improvement Plan to show noted improvement, they will be placed on step three and will be dismissed from the program.

## **Step Improvement Plan**

Distribution of the Step Improvement Plan indicates it has been received by the student and are required to complete the required remediation plan given by faculty/instructor by the due date. Failure to complete this will result in a course grade of F. Unsuccessful remediation of the concern(s) identified in the Step Improvement Plan will result in a course grade of "F".

A Step Improvement Plan may be issued to students who have continuous performance concerns relating to clinicals and/or didactic coursework. These can be issued for the remainder of the program with the expectation that the student will consistently show marked improvement or will be moved into step 2. Unsuccessful remediation of the concern(s) identified in the Step Improvement Plan can result in withdrawal from the program.

## **Classroom/Laboratory Policy**

### **Attendance**

**Students are expected to attend and participate in all class meetings, laboratories, and field trips.** A student who expects to be absent due to a school-sponsored activity must make prior arrangements with their instructor. A strong correlation exists between class attendance and success in the program. Should an absence be necessary in a required class, lab, or clinical assignment the student will be held responsible for all material



presented in that class. **Habitual absence from any of these meetings may necessitate a Program Director-initiated withdrawal from the course.**

### **No-Call/No-Show**

A no-call/no-show occurs when a student misses a scheduled lecture without giving proper notice, i.e.; The student must notify ALL primary course instructors not less than 1-hour before the scheduled start time.

Full Letter-Grade Reduction:	First no-call/no-show within 1 year
Withdrawal from Program:	Second no-call/no-show within 1 year

### **Laboratory**

**Hands-on participation and full engagement are required in the laboratory.** No food or drink is permitted beyond the locker area. Lockers must be used to store student belongings. Proper and regular maintenance/cleaning of the room and equipment must occur at the end of each day. Tube warm-ups should be performed at the beginning of every lab class.

### **Dress Code**

**Lecture courses and classroom activities:** Students will be expected to wear uniform shirts with the YC Program logo, pants or jeans without holes or rips, and closed-toe shoes with secure heels that are non-porous. Belts should be worn when appropriate and pants/jeans should fit comfortably. Leggings are not acceptable attire. Orders will be placed at the student's expense.

**Lab courses:** students will be expected to wear scrub uniforms. Instructions for purchasing uniforms will be given at the start of the first semester to ensure compliance is met no later than the 3<sup>rd</sup> week of the semester. Scrubs are available for purchase in the bookstore to utilize financial aid.

- Students may wear the scrub uniforms they wear in industry if applicable.
- Pewter scrub pants with Black scrub top, any brand with minimal adornments [joggers acceptable].
- Black or white, closed-toe, secured heeled, non-porous shoes.
- Black, white, gray undershirts or warm-up jackets are acceptable.



- YC Radiology warm-up jackets are available for purchase in the radiology store. (Group orders of 12 required)
- No sweatshirts or hoodies.

#### **Grooming standards:**

- Facial hair must be clean, well-groomed and trimmed short.
- Natural hair-colors.
  - Well-groomed, cleaned, controlled, and off the collar.
- Shorts, mini-skirts, frayed pants, sweat pants, flip flops, low-cut or belly-baring tops, etc., are not acceptable to wear to and from clinical sites.
- No facial piercings or gauges.
- No artificial or gel nails permitted.
  - Only clear or nude nail polish
  - Well-groomed and short

#### **Cell Phones and Texting**

Yavapai College is committed to providing a quality learning environment. All cell phones must be placed in a non-audible mode while in classrooms, clinical assignments, computer labs, the library, the Learning Center, and testing areas. Cell phones must be used outside these facilities.

If cell phones are deemed disruptive during classroom, laboratory or clinical assignments, this policy may be reconsidered and changed to a “no cell phone” policy. Students should check messages during designated breaks. Cell phones should be turned off and put away during exams.

Acceptable times to use your mobile device are during laboratory skills sign-offs and tracking or during designated breaks. **Inappropriate use of your mobile device during lab will result in a zero for participation that day.**

#### **Generative Artificial Intelligence (AI)**

In this program, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.



**No Generative Artificial Intelligence (AI) Allowed** (unless otherwise stated by the instructor)

## Clinical Education

In the clinical setting, students will have an opportunity to apply theory to practice under supervision. Students will be assigned to various rotations throughout the program's clinical affiliates. There is fairness in the assignment of clinical rotations for all students in a cohort in order to facilitate access to all the various types of required ARRT competencies. Yavapai College guarantees clinical assignments to all students, but there is no guarantee of a specific clinical education setting. Personal convenience cannot be guaranteed. First and foremost, clinical rotations are created and based on the needs of the program and student development.

Students must complete a **minimum of 650 hours** of clinical education. The requirement of clinical education is considered necessary to complete the competencies needed for eligibility to challenge the American Registry of Radiologic Technologists for the Limited Scope of Practice in Radiography examination.

## HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) regulates confidentiality and privacy issues. Protection of patient information is both a legal and professional responsibility. All information related to a patient must be treated as confidential. This information may be in written, verbal, or other forms. Students are expected to maintain confidentiality in a professional manner and they must sign a confidentiality agreement, which is retained in their file. Under no circumstances will patient identification information be revealed or discussed in class activities, image critiques, or presentations. Failure to comply with this policy will result in disciplinary action, which may include mandatory withdrawal from the program.

## Clinical Placement

Clinical assignments are located throughout the state and are scheduled for students each semester by the Clinical Coordinator. Clinical assignments are scheduled during the week between 6 a.m. and 11 p.m. Schedules will not be based on the student's inability to travel to clinical assignments.



**Clinical education may require travel in excess of 1.5 hours one way and is the responsibility of the student.** Students are expected to provide their own reliable transportation throughout the length of the program.

### **Hour Limit**

Students are not permitted to exceed 10 hours in one shift unless voluntarily requested by the student. A 30-min lunch is required when a student is scheduled 6-hours or more in one shift.

### **Attendance**

Students who are ill or have an emergency and are unable to report for a clinical assignment must personally notify both the clinical preceptor and program faculty (i.e., Clinical Coordinator) 1-hour prior to the start of the scheduled shift. Absences must be made up before the end of the semester in which they occur. The student will be allowed two (2) excused absences each semester of the program, which will not be counted against attendance; however, the student may be asked to provide documentation prior to returning to clinical assignments (i.e. a physician's note). Any absences beyond the two (2) excused absences will result in a 5% drop in the final grade for each occurrence in that semester.

In the professional environment, punctuality is mandatory—no exceptions. Chronic absenteeism and tardiness will result in disciplinary action and a lowering of the clinical course final grade. A Step Improvement Plan will be issued and marked improvement is required. Students are allowed two (2) late occurrences per semester before it affects their final grade. More than two (2) will result in a 5% drop in the final grade for each occurrence in that semester. Pre-planned and approved absences or late starts with make-up plans in place will not count against a student's grade.

If students have excessive absenteeism and tardiness from clinical assignments, it may result in dismissal from the program.

### **No-Call/No-Show**

A no-call/no-show occurs when a student misses a scheduled clinical shift without giving proper notice, i.e.; The student must notify the Clinical Coordinator and the clinical preceptor not less than 1-hour before the scheduled start time. A follow-up email from the student to [radtime@yc.edu](mailto:radtime@yc.edu) should be sent to ensure proper documentation.



Full Letter-Grade Reduction:	First no-call/no-show within 1 year
Withdrawal from Program:	Second no-call/no-show within 1 year

### **Clinical Make-Up Time**

Absences must be made up before the end of the semester in which they occur. Make-up time is scheduled at the discretion of the Clinical Coordinator with permission of the Clinical Preceptor. A clinical make-up time form/plan is mandatory before time is approved.

### **Injury or Illness in the Clinical Setting**

Program and clinical personnel must be notified immediately in the event of a student's illness or injury requiring medical attention. The college and clinical affiliates are not responsible for the student's medical expenses. This includes any activity that results in adverse consequences to patients or the student. Additionally, the student must comply with the incident-protocol procedures of the clinical affiliate.

Students who have been exposed to a communicable disease in the clinical setting must report the exposure immediately to their clinical preceptor and Yavapai College Radiology Clinical Coordinator.

If a student has a prescribed restriction on physical activity, a physician's written directive must be provided to Yavapai College Radiology Clinical Coordinator.

Students must complete the accident/injury report for the facility where the incident occurred and the Yavapai College Accident/Incident form. The completed form is to be submitted to the Radiology Department Instructional Support Specialist within 24-hours. (form in Appendix)

### **Technical Standards**

This statement of the Technical Standards of the Limited X-Ray Machine Operator Certificate Program at Yavapai College identifies the functional abilities deemed by the radiography faculty to be essential to the practice of radiography. The Technical Standards are reflected in the program's performance-based outcomes, which are the basis for teaching and evaluating all Limited X-Ray Machine Operator Certificate Program students.



- Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Program should contact the Disability Resources Office to discuss the process of identifying reasonable accommodations.  
<https://www.yc.edu/v6/disability-resources/>

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 Program 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 radiography practice for all students.

The practice of radiography requires the following functional abilities with or without reasonable accommodation:

- **Visual acuity** sufficient to assess patients and their environments and to implement the radiography-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 radiography-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 radiography-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 radiography-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 and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes.

### **Physical Requirements**

It is essential that Limited X-Ray Machine Operator students be able to perform several 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. 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 physician(s) prior to the start of this program and 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.

### **Infectious Disease**

Students are at risk for infectious pathogens due to occupational exposure to blood or other potentially infectious materials. Prior to scheduled clinical experiences, all students will receive instruction on universal precautions and risk-reduction methods for exposure to substances with the potential for creating a hazard in the healthcare setting. Universal precautions are infection-control guidelines developed by the Center for Disease Control that are designed to protect healthcare workers and prevent skin and mucous membrane exposure during contact with patients' blood and body fluids. Students must strictly adhere to universal precautions including the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.

### **Immunizations**

Students are responsible for submitting all immunizations to CastleBranch and MyClinicalExchange. Students must remain in compliance with all mandated immunizations and immunization records, adhere to all deadline requirements, and submit copies of updates to immunization records, including updates, to their CastleBranch and MyClinicalExchange accounts.

All immunization records must include the student's name, the name and signature of the healthcare provider administering the immunization, and the date.



## **Required Immunizations**

1. **MMR** (measles/rubeola, mumps, rubella)
  - 2 vaccinations; **or**
  - positive antibody titer for all 3 components (lab report required)
2. **Varicella** (chicken pox)
  - 2 vaccinations; **or**
  - positive antibody titer (lab report required)
3. **Tetanus, Diphtheria & Pertussis (TDaP)**

Provide documentation of a TDaP vaccination within the last 10 years. Students with a TDaP older than 10 years or without proof of a current TDaP will need to get a TDaP booster. The renewal date will be set for 10 years from the administered date of the booster. *Optional:* For this requirement, a vaccination record more recent than 9 years is recommended.
4. **Tuberculosis (TB Skin Test)**
  - 2-step (two separate tests and readings) TB skin test within the past 12 months;
  - If positive results, provide a clear chest X-ray (lab report and an annual statement signed by a health professional confirming that the student does not have active tuberculosis are required).

The renewal date will be set for 1 year for negative tests and 2 years for chest X-rays. The TB test or chest X-ray must be **renewed prior to the semester start if the expiration date occurs while a semester is in progress.**

**For TB test renewal, one of the following is required:**

1-Step TB Skin Test
5. **Hepatitis B**
  - vaccine series; **or**
  - positive antibody titer (lab report required)
6. **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.

#### **7. COVID-19 Vaccine**

1. Provide proof of two-dose vaccination of Pfizer-BioNTech or Moderna Vaccine.  
OR
2. Provide proof of one dose vaccination of Johnson & Johnson’s Janssen vaccine.
3. Also, provide proof of a booster dose if there has been sufficient interval (5 or more months) since your initial vaccination.
4. If applicable, provide a copy of your completed exemption form noting that by declining the Vaccine, you continue to be at risk of acquiring COVID-19. Please note that a completed exemption form does not guarantee clinical or simulation placement and may result in required removal from the clinical course, resulting in a possible incomplete ,withdrawal, or failure of the program of study.

Please note that although Yavapai College may grant an exemption, the clinical facility has the ultimate authority over exemption policies and procedures. They may request additional information and/or deny any specific student exemption. In the event of a changed vaccine requirement or refusal to accept an exemption request, the program will use reasonable efforts to find another placement, but such alternative placement may not be possible, resulting in an inability to complete the required clinical course and program of study.

#### **Professional Liability Insurance**

Yavapai College carries professional liability insurance for activities conducted by its faculty and students in all programs of study.

#### **Student Health/Accident Insurance**

The Limited X-Ray Machine Operator Program does *not* assume financial responsibility for student healthcare. *It is the responsibility of each student to provide his/her own personal health insurance.* Coverage must be maintained for the entire enrollment period in the Program.



### **Level 1 Fingerprint Clearance Card**

Level 1 Fingerprint Clearance Cards are required by clinical-education agencies. They include a comprehensive, no-time limit check of both Arizona state and Federal criminal records. The program advises that each student self-report to the Program Director any criminal activity that may impact eligibility for clinical attendance or certification by the American Registry of Radiologic Technologists.

### **National Criminal Background Checks**

National criminal background checks are required by clinical-education agencies. All background checks include the past 7 years and a Sex Offender Registry search. The program advises that each student self-report to the Program Director any criminal activity that may impact eligibility for clinical attendance or certification by the American Registry of Radiologic Technologists.

### **Drug Testing**

Screening tests for alcohol and drugs are required for all students admitted to the Limited X-Ray Machine Operator Program prior to any actual clinical assignments; “for cause” testing will be done as needed (the program will make the arrangements). No advance notice will be given. **Refer to the appendix for detailed information.**

- Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community and is prohibited. Campus Safety will be notified if a student exhibits an impaired state in the classroom environment.
- Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and to maintain a healthful working and learning environment, the college prohibits smoking, including vaping, on all campuses except in designated smoking areas as per [Smoking & Tobacco Use \(10.09\)](#).

### **CPR-Basic Life Support (BLS) for Healthcare Providers**

CPR-BLS will be obtained during the first semester or renewals can be provided as needed. (\$7.00 subject to change is AHA changes their fee)



All students must have valid, *current* BLS for Healthcare Providers certification through the American Heart Association. Online courses are not acceptable for *initial* BLS certification. *Renewal* of certification may be a hybrid course (online course with an in-person skills check-off).

Students who do not have current BLS certification may not participate in clinical experiences and will be considered absent. Students must remain BLS-certified throughout the program. All renewal cards should be uploaded to the student's CastleBranch account prior to the card expiration date.

### **Clinical Education Compliance**

MyClinicalExchange compliance requirements must be completed 45 days prior to the start date of your clinical rotation per the affiliation agreements in place between the agencies and Yavapai College. Failure to complete compliance requirements within the time-frame could result in failure of the course and ultimately dismissal from the program.

All students shall attend/complete a clinical education system-specific orientation during the first week of their rotation or before. Additionally, students will receive an individual department specific orientation from their recognized clinical preceptor or a designated staff technologist. Safety guidelines pertaining to staff and patients are included in these orientations. Upon completing the orientation, students must submit documentation to the Clinical Coordinator via Canvas course confirming that they have completed the orientation. Failure to complete orientation forms within the first week of a rotation will result in an absence for each day it is late and all missed time must be made-up within that semester.

**\*Note: While updating documents in MyClinicalExchange, ensure documents are up-to-date in CastleBranch. Requirement per affiliation agreements.\***

### **Clinical Education Dress Code**

Students are required to always dress in an approved uniform when representing Yavapai College in the clinical-education courses conducted at affiliated healthcare organizations. Students who are not in compliance with the dress code will be sent home without attendance credit for the day. Students will be required to make up the lost clinical time. If the facility has a more restrictive policy regarding dress code, then the student must follow it.

Required attire for hospitals/imaging centers:



- Scrubs brand: Any with minimal adornments
- Scrubs color: agency's required uniform OR pewter bottoms/black top YC patch on the right shoulder.
- Shoes: Uniform-style black or white, closed-toe and secure heel (closed or strap), leather or vinyl uppers (nonporous material), low rubber heel. No canvas tennis shoes or sandals are permitted. Clogs with heel straps are allowed (no holes on the top. Shoe laces are to be black or white, clean, and tied at all times
- Socks: Clean, black, grey, or white, non-patterned socks or hose must be worn
- Lead markers
- Student name badges must be worn at all times in the clinical setting, with clips attaching the name badge to the collar. Lanyards are not allowed as they may swing forward and interfere with patient care
- A radiation monitor must be worn at all times at the collar level
- The uniform must fit properly, and be clean and pressed at all times
- ***Uniforms should not be worn outside of the clinical-education settings to minimize the spread of pathogens***
- Black, white or gray warm-up jackets are permitted as well as black, white or gray long sleeve undershirts may be worn
- Tattoos may be considered offensive or inappropriate and must be covered

## Personal Hygiene

- Bathing and use of unscented deodorant before arriving in clinical agencies is required.
- Perfume, after-shave, and other fragrant products may not be worn in clinical settings. They are potentially harmful to people with respiratory disease, allergies, nausea, and other health problems.
- Hair must be well-groomed, clean and controlled, and off the collar. Moustaches and beards must be clean, well-groomed, and trimmed short.
- Make-up should be unobtrusive and used in moderation.
- Jewelry is limited to one watch; one ring per hand; and a small bracelet. Only one conservative gold or silver chain may be worn on the neck inside the uniform collar. Beads are not allowed. Only small, conservative stud earrings may be worn for pierced ears. No other facial jewelry is authorized. All jewelry is subject to the instructor's approval.
- No artificial nails are permitted. Fingernails will be kept short and well-



manicured. Only clear nail polish may be worn if not chipped or cracked. Nail polish is prohibited in operating rooms and labor and delivery areas.

- Shorts, mini-skirts, frayed pants, sweat pants, flip flops, low-cut or belly-baring tops, etc., are not acceptable for coming to or leaving from the clinical setting.
- Chewing gum during clinical assignments is not permitted.

### **Name Badges**

Name badges are an essential part of a student's uniform; all students will be given a name badge at the start of their rotation by the site's policy. Students who damage or lose their name badge should notify the Clinical Coordinator for a replacement **at the student's expense**.

### **Lead Markers**

X-ray lead markers consist of the letter "L" and "R" along with the student's [3] initials and must be used for proper identification on all images produced by students. Students who lose their markers must notify the Clinical Coordinator immediately. Without appropriate markers, students cannot participate in clinical experiences. Students will be provided one set; if they are lost, **it is the responsibility of the student to replace them.**

- Replacements **MUST** be:
  - R=Red
  - L=Blue
  - 3-Initials
  - Position BB's

## **Clinical Education Safety**

### **Administration of Contrast Media**

Students are **not allowed** to administer contrast media or any other pharmacological agent.

### **Dosimetry Monitors**

Dosimetry monitoring devices must be worn by students in clinical-education and laboratory settings at all times, especially when the student is performing a radiological procedure. Failure to comply with this policy will result in a student being removed from the radiation area.



A control badge is in the laboratory away from potential exposure to ionizing radiation. Badges must be exchanged with the Clinical Coordinator after each wear period. If a dosimetry device is lost or misplaced, the student must notify the Clinical Coordinator immediately, and **a replacement device will be ordered at the student's expense.**

It is each student's responsibility to review dosimetry reports with the Clinical Coordinator/Program Director and verify the review within the clinical canvas course. Dosimetry reports are maintained by the Program Director digitally and are monitored by the Program Director and Clinical Coordinator.

Students who receive over 20mRem per semester will receive documented radiation safety counseling. The Program Director will conduct a review of these reports semesterly and an annual review. Documentation of compliance will be readily available to the Arizona Department of Health Services Bureau of Radiation Control.

Students are required to wear lead protection devices during fluoroscopic exams. Students will wear dosimetry badges outside of the lead apron at the collar level when performing fluoroscopy.

### **Holding Patients**

Students are prohibited from holding image receptors. Students must never hold patients during radiation exposures if an alternative immobilization method is available (i.e., qualified practitioners, family members assisting with the procedure)

Individuals holding patients for procedures should be provided with adequate shielding and should be positioned so that no parts of their bodies are exposed to the primary radiation beam. To assist in reducing exposure, the student shall restrict the beam with close collimation to the area of interest. Pregnant women or women trying to become pregnant should not hold patients. Persons under the age of 18-years of age should not hold patients.

### **Shielding**

Shielding involves the use of protective barriers. Students are required to follow ALARA practices which include shielding patients when applicable but should follow the shielding protocols at their assigned clinical site. Safe practice standards also include the



requirement that all female patients of childbearing age must be questioned regarding the possibility of pregnancy. This information should be documented according to the policy of the clinical-education site.

<https://www.asrt.org/promotions/task-force-on-patient-shielding>

### **Radiation Safety Procedures**

The Limited X-Ray Machine Operator Program is committed to an effective radiation protection program. The ultimate goal of safe radiation practices is to eliminate unnecessary exposures of radiation and to reduce all exposures to levels that are "As Low As Reasonably Achievable" (ALARA). The ALARA principle is a cornerstone of the Arizona Department of Health Services Bureau of Radiation Control as well as the Nuclear Regulatory Commission (NRC).

Students will adhere to proper radiation safety practices consistent with clinical site policies and the scope of practice in radiology to include the following:

- Students should abide by the As Low As Reasonably Achievable (ALARA) concept at all times. Laboratory exposures should be limited to necessary instruction.
- Students should employ the cardinal principles of radiation protection:
  - a. Time
  - b. Distance
  - c. Shielding
- Students are to use monitoring devices in the clinical-education settings at all times. Dosimetry monitors must be exchanged as designated by the program.
- Students are to stand behind the lead-lined control area of a radiographic room when making an exposure.
- All doors leading into a radiographic room from a public corridor are to be closed prior to making an exposure. Observe caution signs and safety interlock equipment.
- Review exposure records and reports.
- Adhere to the program's Pregnancy Policy.
- Meet with the Program Director for appropriate radiation safety counseling when exposure results exceed 20mRem per semester.
- Shield all patients who are in their reproductive years.
- Screen all female patients of child-bearing age regarding the possibility of pregnancy.



- Students should not hold or support a patient during exposure.
- A lead apron should be worn or a mobile lead screen used, when available, for protection. Students should stand as far from the patient and tube as possible.
- Students shall not operate fluoroscopic units as it is outside their scope of practice.

### **MRI Safety Screens**

Students may assist radiologic technologists with the transport of patients to various areas of the imaging department to include MRI. Students will receive an MRI safety screen by the program prior to entering the clinical setting. Students will likely receive an MRI safety screen by the clinical site itself. Students who do not meet the screening safety criteria for MRI exams will not be permitted in the MR department. \*\*Form can be found in the back of this handbook, on Trajecsyst, and within your Canvas course.\*\*

### **MRI Safety Training**

Students may assist radiologic technologists with the transport of patients to various areas of the imaging department to include MRI. Students are required to complete the MRI safety training modules and associated quiz assigned in their course prior to attending clinicals.

## **Student Supervision**

### **Direct Supervision**

Students must be directly supervised by a qualified practitioner who: (1) reviews the procedure in relation to the student's achievement; (2) evaluates the condition of the patient in relation to the student's knowledge; (3) is present during the procedure; and (4) reviews and approves the examination. Also, the practitioner remains physically present during the procedure and approves the exam and/or any images produced. Portable examinations and procedures in surgery must be performed under direct supervision.

### **Repeat Images**

A qualified practitioner is present during student performance of a repeat of any unsatisfactory radiograph.



## Indirect Supervision

Indirect supervision is provided by a qualified practitioner who is immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

*A closed door between the qualified practitioner and student is not an acceptable form of indirect supervision as the technologist is not immediately available.*

**Students may not assume the responsibilities or take the place of professional staff.**

## Pregnancy Policy

In compliance with the NRC Regulatory Guide 8.13 "Instruction Concerning Prenatal Radiation Exposure," if a student becomes pregnant it is her right to declare or not to declare her pregnancy. Declaration of pregnancy is completely voluntary. If a student decides to declare pregnancy, she is encouraged to inform the Program Director of the pregnancy as soon as possible. In the absence of any voluntary disclosure of pregnancy, students are not considered to be pregnant. If the student elects to inform the Program Director, she must do so in writing.

The program is committed to maintaining a high quality of academic and clinical integrity for the pregnant student. The pregnant student will not be placed at an academic or clinical disadvantage due to pregnancy, and the student is given the option to continue the program without modification. The student may withdraw the declaration at any time in writing.

A written declaration should include:

- Student's name
- Student's signature
- Month and year of conception
- Estimated delivery date

The pregnant student will be issued a fetal badge that must be worn at the waist with or without an apron. The pregnant student will receive counseling regarding fetal radiation-protection practices and be provided a copy of the NRC Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure." The student will be monitored at the prescribed lower dose limit until giving birth and/or withdrawing her declaration.



The Program Director will monitor the student's fetal radiation dosage on a monthly basis. The lower dose limit for a declared pregnancy will remain in effect until the student gives birth or provides written notification to withdraw her pregnancy declaration.

If a student has healthcare limitations related to her pregnancy, the student must provide her Clinical Coordinator a physician's written directive regarding her status.

If class/clinical hours are missed, the student must coordinate with the Clinical Coordinator and Program Director regarding absences. Upon returning to school after delivery, a physician's written release must be submitted to the Clinical Coordinator or Program Director.

Certain clinical situations/diagnoses may pose a health risk. The pregnant student assumes the responsibility for safeguarding her health, and the health of the unborn child.

### **Nuclear Regulatory Commission (NRC) Guidelines for Pregnancy**

The NRC regulations on radiation protection are specified in Title 10, Part 20 of the Code of Federal Regulations, "Standards for Protection Against Radiation," and Section 20.1208, "Dose Equivalent to an Embryo/Fetus," which requires licensees to "ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5.0 mSv)."

A declared pregnant woman is defined in Title 10, Part 20 of the Code of Federal Regulations, 20.1003, as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

NRC Regulatory Guide 8.13 "Instruction Concerning Prenatal Radiation Exposure" (Draft was issued as DG-8014), Revision 3, June 1999:

<https://www.nrc.gov/docs/ML0037/ML003739505.pdf>

Section 20.1208, "Dose Equivalent to an Embryo/Fetus"

<https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html>

## **Clinical Education Conduct**

### **Cell Phones and Texting**

Yavapai College is committed to providing a quality learning environment. All cell phones must be placed in a non-audible mode while in clinical assignments. If cell phones are deemed disruptive during clinical assignments, this policy may be reconsidered and



changed to a “no cell phone” policy. Students should check messages during designated breaks.

Acceptable times to use your mobile device:

- Clocking in/out of your assignment or for lunch
- Logging exams at the end of the day
- Competency sign-off with a technologist

### **Parking Violations**

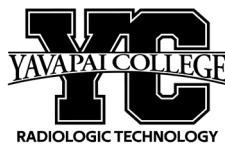
Each clinical setting has their own parking requirements. These will be given to you by the clinical affiliate when completing your compliance requirements. Students are expected to park in the designated employee parking. If the student receives two violations for the duration of the program a Step 2 of the Step Improvement Plan will be issued. If a third violation is reported during the program the student will be moved to a Step 3 and dismissed from the program.

### **Zero-Tolerance Guidelines**

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

Any Limited X-Ray Machine Operator 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* and the *Program Handbook*. (<https://www.yc.edu/v5content/student-services/codeofconduct.htm>)

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*.



## Personal Conversation Standards

- Students should avoid personal conversations with clinical staff and fellow students in the presence of patients.
- Students must not use profanity or profane gestures anywhere while on the grounds of the clinical-education setting.
- Students should not engage in or listen to negativity or gossip. Listening without acting to stop it is the same as participating.
  - Students should not make negative comments about clinical staff or fellow students
  - Student should not engage in any discussion regarding criticism of a physician, perceived workplace difficulties, or job dissatisfaction among clinical-education setting personnel.
- Students should show respect by not interrupting or having “side” conversations when someone is speaking.
- Students should not discuss results of exams with patients.
- Students should keep the lines of communication open and not react defensively.
- Students are representatives of the Yavapai College Limited X-Ray Machine Operator Program and are expected to cultivate a relationship of mutual respect with the employees in a clinical education setting.

## Clinical Site and Preceptor Evaluations

Students will complete evaluations during each rotation regarding the effectiveness of the clinical preceptors, clinical staff and clinical sites. The results are summarized by the Program Director and, if statistically valid, are shared with various communities of interest in the college and clinical education settings. Results can be discussed at advisory board or faculty meetings. Finally, feedback is gathered and assessed to assist with program improvements.



## Clinical Site Misconduct Reporting

During clinical education experiences, students should report various types of misconduct to ensure a safe, ethical, and professional learning environment. Approximately midway through your rotation, the Clinical Coordinator will collect feedback regarding the site and again at the end of the rotation. This is to help ensure concerns can be addressed in a timely manner. The following are some key types of misconduct that should be reported:

- Patient safety violations
- Workplace safety concerns
- Inadequate supervision per Student Supervision Policy
- Ethical violations
  - HIPPA breaches
  - Bias and discrimination: based on race, gender, sexual orientation, religion, or other personal characteristics.

## Clinical Competency Requirements

Demonstration of clinical competence means that the candidate performs the procedure independently, consistently, and effectively during the course of the program.

Demonstration of clinical competence requires that the Program Director or the Program Director's designee has observed the candidate performing the procedure independently, consistently, and effectively during the course of the candidate's formal educational program.

## Clinical Education Activities Tracking

Clinical Education documentation is tracked via the program's web-based application, Trajecs sys. This application is accessible and available on the internet at each clinical education site, as well as; a mobile application for devices. It is mandatory for all students to clock in and out each day of their clinical rotation without exception. Clocking in and out must be completed and will be tracked by Geolocation. The tracking application is used to monitor and document various program requirements that include:

- Time Clock – documented daily
  - in/out punches
  - 30 min in/out Lunch punches
- Procedure Logs – documented daily
- Competency Evaluations; including partial MRNs



- Progress Reports and Affective Evaluations by Clinical Preceptors
- Progress Reports and Affective Evaluations by Clinical Coordinator or Clinical Instructor
- Clinical Site & Preceptor Evaluations; MANDATORY

Note: Under no circumstances will a student be allowed to clock in for another student. Clocking in for another student constitutes fraud, and *both* students will be dismissed from the program for falsification of records. It is the student's own responsibility to maintain accurate time records.

### **General Performance Considerations:**

#### **Limited Radiography-Specific Requirements**

Candidates must demonstrate proficiency in the clinical activities outlined below. The specified procedure ranges represent the minimum requirements. Students are expected to actively engage in as many hands-on procedural experiences as possible throughout their clinical rotations.

- Chest X-Ray: 25-50 minimum procedures
  - 2-view
  - 1-view
- Upper Extremity: 50-100 minimum procedures
  - Shoulder girdle
  - Humerus
  - Elbow
  - Forearm
  - Wrist
  - Hand
  - Fingers
  - Clavicle
  - Scapula
- Lower Extremity: 50-100 minimum procedures
  - Knee
  - Tibia/Fibula
  - Ankle
  - Foot
  - Calcaneus



- Toes
- Femur
- Skull/Sinuses: 25-40 minimum procedures
  - Paranasal Sinuses
  - Cranium
  - Orbita (full series)
  - Facial Bones
  - Mandible
- Spine: 100-200 minimum procedures
  - Cervical
  - Thoracic
  - Lumbar
  - SI Joints
  - Sacrum and/or Coccyx
- Abdomen/Pelvis: 50-75 minimum procedures
  - KUB
  - Upright Abdomen
  - Pelvis
  - Hip
  - Cross-table lateral hip

*One patient may be used to document more than one procedure repetition.*

### **Simulated Performance**

Simulations can be a valuable tool to supplement clinical practice, particularly in areas where certain procedures or patient examinations are not as commonly performed. By providing realistic, controlled environments for practicing these skills, simulations can enhance learning and build confidence in students. However, it is important to note that simulations should not completely replace actual clinical experience. The best practice remains to perform as many hands-on patient examinations as possible for each anatomical area, as direct interaction with patients offers irreplaceable insights and learning opportunities that simulations cannot fully replicate.

Simulated performances will not be accepted in place of competencies or repetitions in the clinical setting.



## Patient Diversity

Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition.

## General Patient Care

Candidates must be CPR certified and demonstrate competence in the general patient care procedures listed below. The activities should be performed on patients whenever possible, but simulation is acceptable.

- Vital Signs-blood pressure
- Vital Signs-temperature
- Vital Signs-pulse
- Vital Signs-respiration
- Vital Signs-pulse oximetry
- Assisted Patient Transfer (e.g. slider board, mechanical lift, gait belt)
- Wheel Chair Transfer
- Care of Medical Equipment (e.g. Oxygen Tank)

**Institutional protocol will determine the positions and projections used for each procedure. When performing imaging procedures, the candidate must independently demonstrate appropriate:**

- patient identity verification;
- examination order verification;
- patient assessment;
- room preparation;
- patient management;
- equipment operation;
- technique selection;
- patient positioning;
- radiation safety



## Grading

Grades are based largely on evaluations compiled over each clinical rotation by the Clinical Coordinator or designated instructor. Feedback from the clinical staff is acquired and taken into consideration. Clinical Preceptors provide progress reports and affective evaluations during each rotation that are accounted for in the Clinical Coordinator or designated instructor's final evaluation of the student.

You must meet the minimum competency and hour requirements of the semester in order to progress within the program.

## Dismissal and Grievances

### Classroom and Clinical Education

Students will demonstrate professional conduct at all times. The Program reserves the right to suspend or dismiss a student. Although NOT an all-inclusive list, the following examples are considered conduct that violate the professional standards of the program and can lead to immediate dismissal:

1. Unprofessional conduct, including but not limited to violations of confidentiality; failure to show respect for patient, significant others, peers, clinical staff, and instructors.
2. Dishonesty, including but not limited to stealing from the College or a clinical agency; plagiarism of papers; cheating on exams; unauthorized possession of examinations; signing or clocking in or out for another student, etc.
3. Failure to meet clinical performance expectations.
4. Failure to complete required clinical competencies.
5. Failure to maintain appropriate conduct with clinical staff, fellow students, and instructors.
6. Failure to maintain clinical competency already demonstrated or learned, while incorporating new skills and theory.
7. Failure to improve unsatisfactory clinical performance after counseling.
8. Gross negligence in performance of duty that may cause physical or emotional jeopardy to a patient.
9. Failure to immediately report a patient-care error to the clinical preceptor and/or responsible staff nursing personnel.
10. Absences accrued, in accordance with program attendance policy.
11. Being under the influence of alcoholic beverages, drugs that impair judgment, or illegal drugs while in the clinical setting (see Appendix).



12. Fraudulent or untruthful charting in a medical record.
13. Unauthorized release of privileged information.
14. Inappropriately using the internet in the laboratory, classroom, or clinical setting.
15. Clocking in to be paid by your employer while in clinicals as a student.
16. The clinical site/system has relinquished student privileges, i.e. student is unwelcome to return to facility for future rotations.
17. Radiating self, patient, or anyone without a written physician's order.
18. Radiating self, patient, or anyone *unnecessarily* to obtain practice or a competency.
19. Failure to perform safely.
20. Failure to park in designated student/employee parking.
21. Failure to follow the [Standards of Ethics](#) for the profession.
22. Failure to follow the [Practice Standards](#) of the profession.

### **Process for Dismissal**

- Student is informed of possible dismissal by the appropriate instructor(s).
- Student will sign instructor's written report of the significant events, attaching a statement if desired.
- The action(s) and report(s) shall be immediately reported to the Radiology Program Director.
- After gathering the necessary incident information, the Program Director will determine next steps either toward the academic process and/or refer to the Student Code of Conduct discipline process. If the matter is referred to the Student Code of Conduct discipline process, the student must confer with the instructor and Chief Judicial Officer or designee before being readmitted to class. If a resolution is not reached, the student may be removed permanently pursuant to disciplinary procedures outlined in the Yavapai College Student Code of Conduct.
- Student may appeal the grade following the appeal procedures outlined in the Yavapai College General Catalog and in this handbook.

### **Appeal Process**

The Limited X-Ray Machine Operator Program's student due-process procedure follows the Yavapai College policy 3.16, "Student Appeal of Academic or Instructional Decisions by Faculty." Students must represent themselves in the appeal process. Issues that may be appealed include, but are not limited to, assignment of grades and course requirements. Students reserve the right not to participate in due process as well. Please refer to the policy link: <https://www.yc.edu/v6/instructional-support/complaints.html>



## **Policy**

A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error. The appeal must be made in a timely manner in accordance with established procedures.

## **Procedure**

A student may only appeal a decision that affects him/her directly and must represent themselves in the appeal process. The appeal of an academic or instructional decision requires documentation that the decision was incorrect.

## **Steps in the Appeal Process**

1. The first step in the appeal process is for the student to contact the faculty member who made the academic or instructional decision. This contact must be made within 10 business days of the official notification date of the decision. For appeals concerning a final grade, official notification is considered to be the date the grade is posted to the student's permanent record.
2. In the event the faculty member and student are unable to reach a mutual agreement within 10 business days, the student may then appeal to the appropriate Dean or designee. The appeal to the Dean or designee must be made within 10 business days in writing using the official form, "Academic or Instructional Decision Appeal to the Dean." All documentation supporting the reason for the appeal must be provided at the time the appeal is submitted. This appeal must succinctly describe the issues involved, evidence that an error was made, and any relevant information. Missing, incomplete or erroneous information may cause the appeal to be rejected.
3. The Dean or designee will review the student's appeal and decide based on the documentation provided by the student, the faculty member, and other relevant information that may include meetings with appropriate individuals. The Dean's or designee's investigation and decision must be concluded within 10 business days of the date the student appealed the decision to the Dean or designee will provide written documentation of the decision to the student and faculty member.
4. In the event the student is dissatisfied with the decision of the Dean or designee, a further appeal may be made to the Vice President for Instruction and Student Development or designee. The appeal must be made in writing within 10



business days of the date the student received notification of the results of the appeal to the Dean. This formal, written appeal must relate only to the original decision that is being appealed. No additional claims or issues will be included or addressed in the review of the appeal.

5. The Vice President for Instruction and Student Development or designee will conduct a formal review of the appeal as presented by the student, including review of relevant policy, review of information provided by the faculty member, and review of the decision by the Dean. The formal review and decision by the Vice President for Instruction and Student Development or designee must be completed within 10 business days of the receipt of the student's written appeal. The decision must be communicated in writing to all involved parties. The decision of the Vice President for Instruction and Student Development or designee is considered final.

### **Non-Academic Complaints**

The Program adopts and follows the Yavapai College policy for Non-Academic Complaints as listed on the Student Development website and the Student Code of Conduct.

Student Development:

<http://www.yc.edu/v5content/student-services/nonacademic.htm>

Student Code of Conduct:

<https://www.yc.edu/v5content/student-services/codeofconduct.htm>

### **Readmission to the Program**

The Limited X-Ray Machine Operator Certificate Program is a 1-year program that accepts students once per year in the summer semester. Students who are unable to complete a semester or fail to successfully complete a course will be dropped from the program. Students may apply for readmission to the program. Readmission is based on availability and is not guaranteed. *Note:* Following acceptance for readmission, students will start the program from the first semester in the program sequence—not in the semester in which they were last enrolled.



## **Allegations of Non-Compliance with Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards**

JRCERT standards are reviewed with all students during the 1<sup>st</sup> week of orientation and are hyperlinked on our radiology website, Trajecsyst and in the program handbook. <https://www.jrcert.org/jrcert-standards/>

Students who have concerns regarding non-compliance of JRCERT standards by the program are required to follow the program's policy on due process before contacting JRCERT directly.

JRCERT  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: 312-704-5300

Students are instructed to access the JRCERT website at [www.jrcert.org](http://www.jrcert.org) to review the process for reporting allegations and the Allegation Reporting Form.

In compliance with the JRCERT standards, the Program Director will investigate and address all complaints in a timely fashion.

The program officials are dedicated to implement any resolutions required to maintain compliance.

In accordance with the United States Department of Education (USDE) regulations, records of allegations of non-compliance will be kept by the Program Director.



# PROGRAM FORMS





## Student Agreement Form

All unconditionally accepted students in the Yavapai College (YC) Limited X-Ray Machine Operator Certificate Program are expected to sign and abide by the stipulations spelled out in the Student Agreement Form, and to abide by all College policies and program standards as written in the Student Handbook.

### Agreement

In consideration of the granting of admission to Limited X-Ray Machine Operator Certificate Program, I the undersigned, understand and agree to the following:

- It is agreed that I have been provided with a digital copy of the Program Handbook. I have read the handbook, understand its contents, and have had my questions answered. (a physical copy may be requested at any time.)
- It is agreed that I have been informed of the existence and location of copies of the Program Master Plan, located in the office of the Program Director. Along with the JRCERT Standards and how to access them.
- It is agreed that I understand all program requirements including the need to travel.
- I understand that graduation from the Limited X-Ray Machine Operator Program is contingent upon successful completion of all clinical education and academic course work.
- I understand that violations which appear on the criminal background check may result in denied access to a clinical site and therefore inability to complete the program.
- I understand that students may be dismissed from the Program for:
  - Failure to adhere to program requirements, and breaching the rules and regulations of Yavapai College or a clinical affiliation site.
  - Failure to maintain the required academic standards.

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Student's Signature

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Date

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Student's Name (please print)

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Signature of Program Director

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Date



## COVID 19 STUDENT WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

### **THIS IS AN IMPORTANT DOCUMENT THAT WAIVES YOUR LEGAL RIGHTS**

I, \_\_\_\_\_, understand that my voluntary participation in certain programs or aspects of campus life at Yavapai College may increase my risk of exposure to COVID 19 during the outbreak of COVID 19 in the community because it may not be possible to utilize face coverings or maintain social distancing while participating in the program, or due to the nature of the program, I may be exposed to individuals who have tested positive for COVID 19. These programs include, First Responder, ECE, FEC, PE, OLLI and Performing Arts programs, as well as athletic programs and living in YC Residence Halls. By voluntarily enrolling in and/or participating in these programs, I agree to comply with the following terms:

1. Assumption of risk. I am fully aware of the unusual risks involved and hazards connected with my continued participation in the programs or campus life activities described above during the COVID 19 outbreak. Potential symptoms of the COVID 19 virus include but are not limited to the following: fever, cough, shortness of breath, difficulty breathing, and other flu-like symptoms. COVID 19 may be deadly, particularly in certain patient populations including the immune compromised and the elderly. To minimize risk of exposure, I understand that I will be required to comply with regular temperature checks and not participate in any program or activity if my temperature exceeds 100.4, wear face coverings when possible, practice social distancing where possible, practice effective hand hygiene, stay home when displaying any COVID 19 symptoms, and self-report any positive test for COVID-19 to a College instructor. I further understand that despite these measures, continued participation in these programs could still be hazardous to myself and others, both known and unknown to myself, with whom I may have contact in or outside of the program or activity and for up to fourteen (14) days thereafter. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF OR PERSONAL INJURY, INCLUDING DEATH that may be sustained by me as a result of being engaged in the program or activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASED PARTIES OR OTHERWISE.
2. Waiver and Release. To the fullest extent permitted by law, I RELEASE, WAIVE, DISCHARGE AND PROMISE NOT TO SUE the College and its board, officers, agents, employees, volunteers, successors and assigns ("Released Parties") from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my participation in the program or activity whether caused by the negligence of the Released Parties. It is also understood College does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, or death.



Indemnification. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASED PARTIES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in the College program or activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASED PARTIES or otherwise.

3. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND PROMISE NOT TO SUE the above-named RELEASED PARTIES. I hereby further agree that this Waiver of Liability and Hold Harmless RELEASED PARTIES shall be construed in accordance with the laws of the State of Arizona.
4. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read this Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Participant's Signature \_\_\_\_\_

Participant's Printed Name \_\_\_\_\_

Date \_\_\_\_\_



## TALENT RELEASE FORM

**I authorize Yavapai College, and those acting within its authority, to, at no charge:**

- Record my participation, appearance or performance on videotape, audiotape, film, photography or any other medium.
- Use my name, likeness, voice and biographical material in connection with these recordings.
- Copy and distribute the recording in whole or in part solely for education-related purposes by Yavapai College and those acting under its authority, as they deem appropriate.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Guardian

Signature (if under 18): \_\_\_\_\_

Witness: \_\_\_\_\_



## **Previous Radiation Exposure Form**

### **Previous Radiation Work Experience**

Prior to entering the Limited X-Ray Machine Operator Certificate Program:

I have not had any previous work experience around radiation.

I have had previous work experience around radiation.

You are responsible for obtaining your previous radiation exposure records and submitting these records to the Program Director.

---

Student's Signature

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Date

---

Student's Name (please print)



### Student Declaration of Pregnancy Form

To: \_\_\_\_\_ :

In accordance with the Nuclear Regulatory Commission's regulations at 10 CFR 20.1208, "Dose to an embryo/fetus," I am voluntarily declaring that I am pregnant. I believe I became pregnant in \_\_\_\_\_ (only the month and year need be provided).

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 mSv for the total pregnancy) or 0.05 rem per month (0.5 mSv per month) unless that dose has already been exceeded between the time of conception and submitting this letter. If the dose limit is exceeded during the pregnancy, I understand an action plan will be developed.

I also understand that I have the option of withdrawing this declaration at any time by submitting my request in writing.

---

Student's Signature

---

Date

---

Student's Name (please print)



### **Student Pregnancy Instruction Acknowledgement Form**

On \_\_\_\_\_, I reviewed the United States Nuclear Regulatory Commission Guide 8.13 Instruction Concerning Prenatal Radiation Exposure and Guide 8.29 Instruction Concerning Risks From Occupational Radiation Exposure.

I also had the opportunity to discuss with the Program Director any questions that I have related to radiation safety during my pregnancy. I understand the information supplied in the Guides and through my discussion with the Program Director. I further understand that I am to wear a radiation dosimeter at the level of the abdomen and under any shielding to be exchanged monthly. This is in addition to the radiation dosimeter that I am to wear at the collar level.

---

Student's Signature

---

Date

---

Student's Name (please print)



### Student Pregnancy Release Form

On \_\_\_\_\_, after reviewing the United States Nuclear Regulatory Commission Guide 8.13 Instruction Concerning Prenatal Radiation Exposure and Guide 8.29 Instruction Concerning Risks From Occupational Radiation Exposure, and after my discussion with the Program Director, I had the opportunity to review my options with the Program Director. I understand that I must determine whether I am going to withdraw or remain in the Yavapai College Limited X-Ray Machine Operator Program.

\_\_\_\_\_ I have decided to withdraw from the program with the option to re-enter at the beginning of \_\_\_\_\_ semester of \_\_\_\_\_ year, which is the semester that I am currently enrolled in.

\_\_\_\_\_ I have decided to remain in the program. I understand that my clinical rotations will remain the same and at no time will I ask to have these rotations modified to accommodate my pregnancy. However, I realize that I have the option to withdraw from the program at any time with the opportunity to re-enter at the beginning of the semester I am currently enrolled in next year. I will follow all the guidelines set forth in the information given to me.

---

Student's Signature

---

Date

---

Student's Name (please print)



## STUDENT VOLUNTEER AGREEMENT FORM

(For Clinical and Didactic Hours Exceeding Standard Limits)

### STUDENT INFORMATION

- Full Name: \_\_\_\_\_
- Clinical Site: \_\_\_\_\_
- Hours: \_\_\_\_\_

### AGREEMENT TERMS

I, \_\_\_\_\_, understand that standard clinical and didactic hour limits are set for my safety and well-being. However, I am voluntarily agreeing to participate in more than:

- 10 clinical hours in a single day and/or
- A combination of more than 40 total hours in a single week (including both clinical and didactic hours).

By signing this form, I acknowledge and agree to the following:

#### 1. Voluntary Participation

- My decision to exceed the stated hour limits is completely voluntary, and I have not been coerced or required to do so.

#### 2. Understanding of Risks

- I acknowledge the potential risks of extended work hours, including fatigue and reduced performance.
- I accept responsibility for managing my physical and mental well-being during extended hours.

#### 3. Compliance with Institutional Policies

- I understand that all clinical site and school policies must still be followed, including patient care standards and rest breaks as required.

#### 4. Right to Discontinue

- I or the program officials have the right to discontinue extended hours at any time without penalty.

#### 5. Liability Waiver

- I release my school, clinical site, and any affiliated institutions from liability related to my voluntary decision to exceed the recommended hour limits.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Step Improvement Plan

Step 1 Improvement Plan for \_\_\_\_\_ RAD \_\_\_\_\_ Date \_\_\_\_\_

- I) The following deficiencies in student performance related to expected course and/or Limited X-Ray Machine Operator Course or Program learning outcomes have been identified in accordance with the Program Handbook (page reference):
- II) Faculty Recommendations, Plan and Due Date for Student Remediation, Improvement and Success:
- III) Student Plan for Success/Student Comments:
- IV) Consequences If No Improvement and/or Correction of Deficiencies in Student Performance:

\_\_\_\_\_ must complete, and consistently maintain daily, the above detailed remedial strategies for optimal success within the required due date(s) for the remainder of the Limited X-Ray Machine Operator Program. Failure to meet any of the detailed remedial strategies will result in a **Step 2** Contract.

Should a **Step 2** Contract be put into effect \_\_\_\_\_ understands that failure to meet any of the detailed remedial strategies in this contract will result in **Step 3** immediate dismissal from the currently enrolled radiology course(s) with a course grade of F, and/or **Step 3** immediate dismissal from the Yavapai College Limited X-Ray Machine Operator Program, as determined by the Director of Radiology.

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_

\_\_\_\_\_ Date



Yavapai College Director of Radiology

Date

### Student Exit Interview Form

Student Name: \_\_\_\_\_

Semester: \_\_\_\_\_

1. Exit from:

Yavapai College Limited X-Ray Machine Operator Certificate Program: \_\_\_\_\_

2. Reason(s) for Exit:

Academic \_\_\_\_\_ Clinical \_\_\_\_\_ Financial \_\_\_\_\_ Health \_\_\_\_\_

Personal \_\_\_\_\_ Relocation \_\_\_\_\_

Other: \_\_\_\_\_

3. Readmission Policy:

• Reviewed with student \_\_\_\_\_

• Copy given to student \_\_\_\_\_

• Sent by mail in lieu of personal interview \_\_\_\_\_

Date mailed: \_\_\_\_\_

4. Interview Summary

5. Faculty Recommendation

6. Returned film badge: Yes \_\_\_\_\_ No \_\_\_\_\_ Returned YC Identification badge: Yes \_\_\_\_\_ No \_\_\_\_\_

Returned Clinical Facility Identification badge: Yes \_\_\_\_\_ No \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

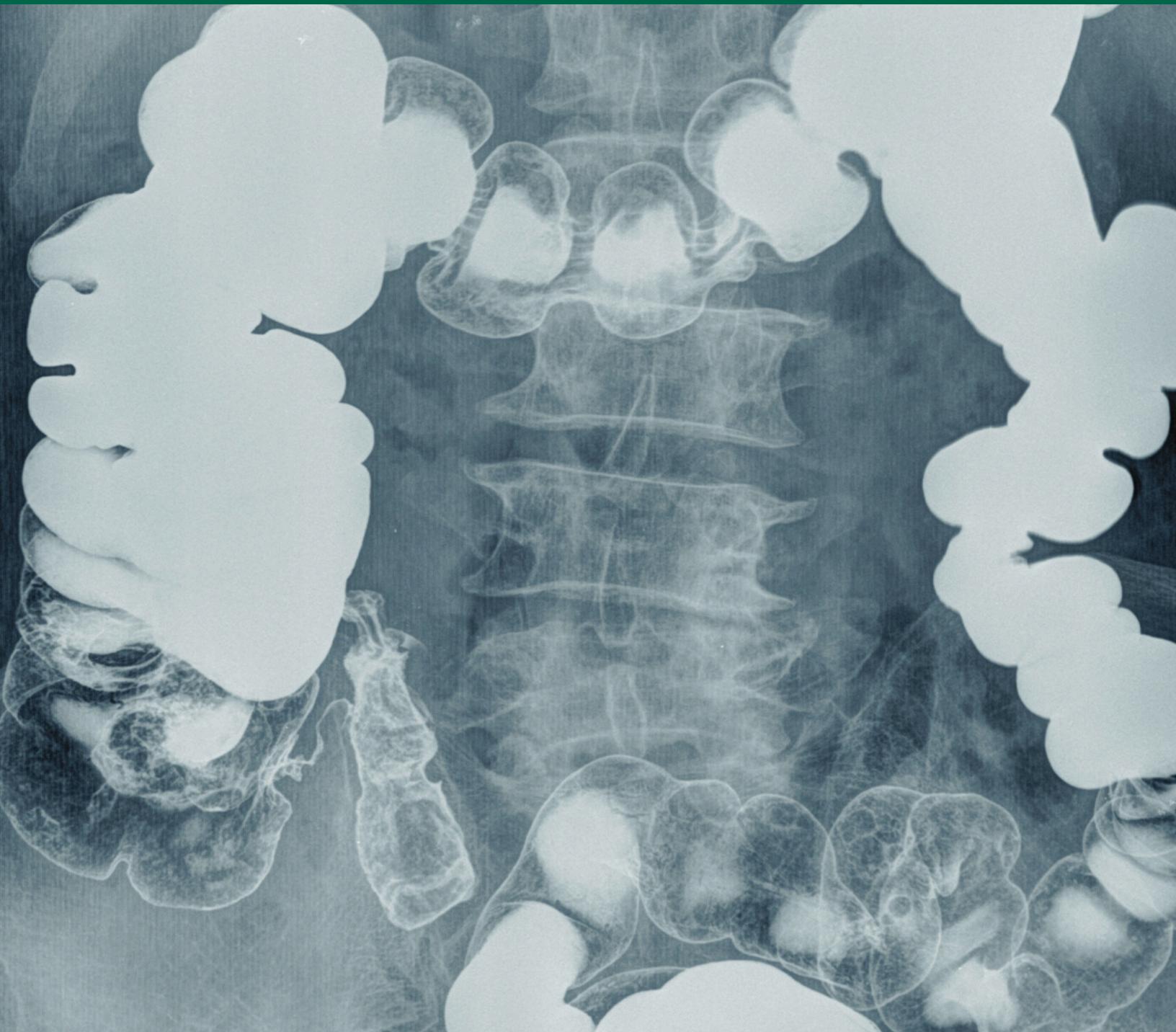
Student's Name (please print): \_\_\_\_\_

Program Director: \_\_\_\_\_

Date: \_\_\_\_\_

Copy to: Student and Student's Permanent Record

# APPENDIX





## APPENDIX

### PROCEDURE ON SCREENING FOR USE OF ALCOHOL AND DRUGS

Intoxicated/impaired behaviors that are disruptive to the learning process violate the Yavapai College Student Code of Conduct. Any individual in a clinical assignment who is under the influence of alcohol or drugs that impair judgment poses a threat to the safety of clients. For these reasons, evidence of use of these substances documented by positive drug and/or alcohol screening tests, will result in immediate withdrawal of the student from the course or program. In the event of an appeal, Yavapai College will make every effort to expedite the appeal process and assure the student of fundamental fairness.

#### Procedures

1. Pre-clinical drug screening
  - a. All Limited X-Ray Machine Operator students are required to submit to a urine drug screening prior to the beginning of program.
  - b. Students will be advised of the procedure to follow to complete the urine drug screening prior to the beginning of clinical experiences.
  - c. The cost for preclinical drug screening is not included in the program fees.
  - d. Students cannot begin clinical experiences until the test results are available.
  - e. Students receiving negative drug screens or positive screens due to permissible prescriptive drugs will be permitted to begin/continue clinical experiences. In the latter case, medical review and documentation may be required.
  - f. Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the course/program. See Positive Screening Test, below.
  - g. Random drug screening may be required and will be conducted at



college expense. Students will be randomly selected by their student "Y" numbers. Students must submit to the drug screening by the specified deadline or may be withdrawn from the course/program.

2. Suspicion of substance abuse

- a. The student will be asked to submit to an alcohol or drug screening test at college expense if Limited X-Ray Machine Operator program faculty, staff, or clinical preceptors:
  - i. Have reasonable cause to expect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties, or
  - ii. Perceives the odor of alcohol or observes physical signs and/or behavior including, but not limited to, slurred speech, unsteady gait, confusion, or inability to concentrate.
- b. Student will sign a consent form and have a blood or urine specimen collected according to current procedure.
- c. The student will be removed from assignments, pending results of the test(s).
- d. Test results will be sent to the Director of Radiology or designee.

3. Positive screening test

- a. If the result of the drug screening test is positive and the student provides documentation of a prescription for the substance, the Director of Radiology and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.
- b. If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the Director of Radiology and/or designee will withdraw the student from



the course/program for a period of not less than one year.

c. After a one-year absence from the course/program, the student may apply for readmission according to the guidelines below:

- i. Must meet the current Yavapai College and Limited X-Ray Machine Operator Certificate Program requirements related to registration and admission to the course/program. Readmission for returning students is contingent on space available in the course/program.
- ii. Must provide documentation of evaluation by an addiction's counselor and his/her determination as to whether the student is addicted to alcohol or drugs. If positive, the student must provide evidence of rehabilitation related to the alcohol/drug illness to include all the following:
  - (1) Documentation of satisfactory completion of recognized substance abuse treatment program.
  - (2) Evidence of after-care attendance upon completion of the treatment program.
  - (3) Weekly attendance at a 12-step or other mutually agreed upon support group. Attendance will be documented by the student and submitted to the Director of Radiology or designee by the last day of each month.

4. Negative screening test results for student tested under Section 2 above.

- a. If the results of tests indicate a negative drug screen for alcohol or drugs, the student shall meet with the Director of Radiology or designee within two working days of the test results to discuss the circumstances surrounding the impaired clinical behavior.
- b. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of the substance that may have caused the alcohol-like odor, before being allowed to return to the clinical setting.



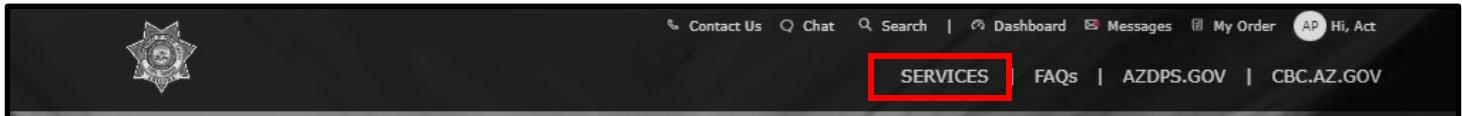
- c. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation, with a report provided to the Director of Radiology or designee, may be required.
  - d. Based on the information presented in the meeting, and a medical report if required, the Director of Radiology or designee will decide regarding return to the clinical setting.
  - e. If readmitted, the student must make up clinical absences incurred for testing.
5. Confidentiality: All test results will be sent to the Director of Radiology or designee. The Director of Radiology or designee may consult with college officials and outside resources for appropriate action/follow-up.
6. Inability to submit to a screening test in a timely manner, sections 1, 2, and 3 above, or refusal to submit to a screening test, Sections 1, 2, and 3 above.

If a student in the course/program is unable to submit to a drug or alcohol screening test in a timely manner, unless due to a documented emergency, or refuses to submit to screening, the student will be removed from the course/program for a period of not less than one year.

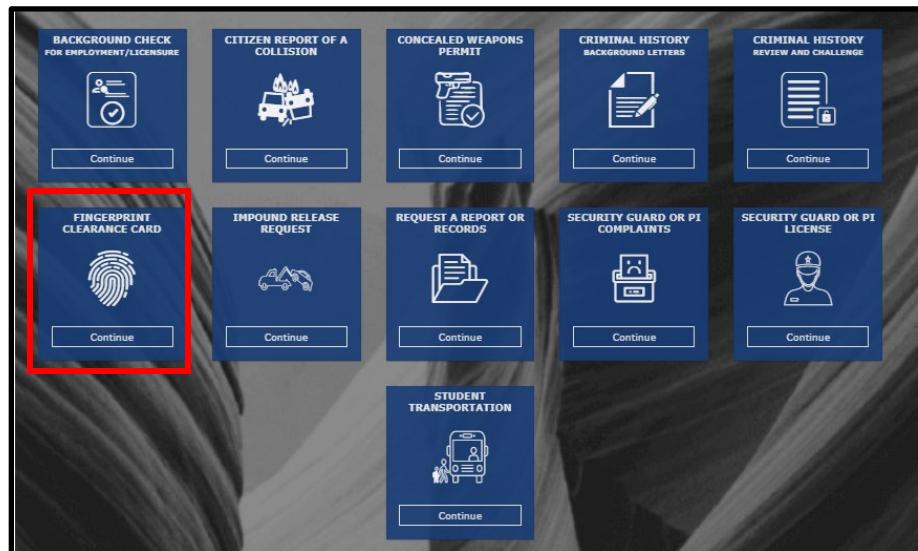
7. Appeals are processed through the Yavapai College Office of Judicial Affairs.  
<https://www.yc.edu/v6/college-police/faq.html>

## How do I apply for a new fingerprint clearance card?

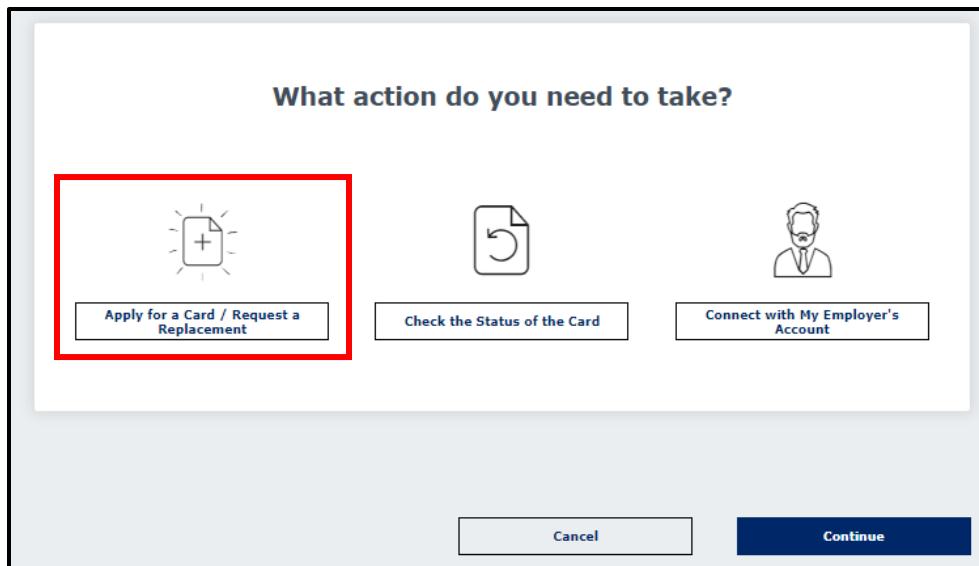
1. Log in to your individual PSP account and select **SERVICES** from the top right



2. Select the **Fingerprint Clearance Card** tile



3. Select **Apply for a Card/Request a Replacement**



#### 4. Select **Apply for a New Clearance Card**

**What do you need to do?**

  
**Apply For A New Clearance Card**

  
**Non-IVP Renewal**

  
**IVP Renewal**

  
**Replace An Existing Clearance Card**

If you have never received an IVP Clearance Card, or if the Clearance Card you possess does not have an IVP number on it, you are not eligible for the IVP Renewal process. You must re-apply with a new application.

If your contact information has changed, please edit your [profile information](#) before completing this application.

#### 5. Pick the card type you need to apply for (*If you don't know, contact your employer, DPS does not know what card type you need*)

**Do you require an IVP Clearance Card?**

- State Board of Education (Teacher or Other Certification) ARS § 15-534  
- Tutor or Teacher Preparation Programs ARS § 15-534  
- Charter School Instructor ARS § 15-183  
- School Bus Driver ARS § 28-3228  
- Public and/or Charter School Non-Certified Personnel ARS § 15-512  
- Public and/or Charter School Contractor, Subcontractor or Vendor and their Employees ARS § 15-512.

  
**IVP**

  
**Non-IVP**

If the listed statutes do not apply to you, you do not require an IVP card. If this information is unknown, please contact the agency requiring you to apply.

## 6. Read and acknowledge the **Privacy Act Statement**, then **Continue**

**Privacy Act Statement**



**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 36 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, state statutes pursuant to pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Applicant Notification and Record Challenge**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.
- You must be advised in writing of the procedure for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov/>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov/>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/ corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

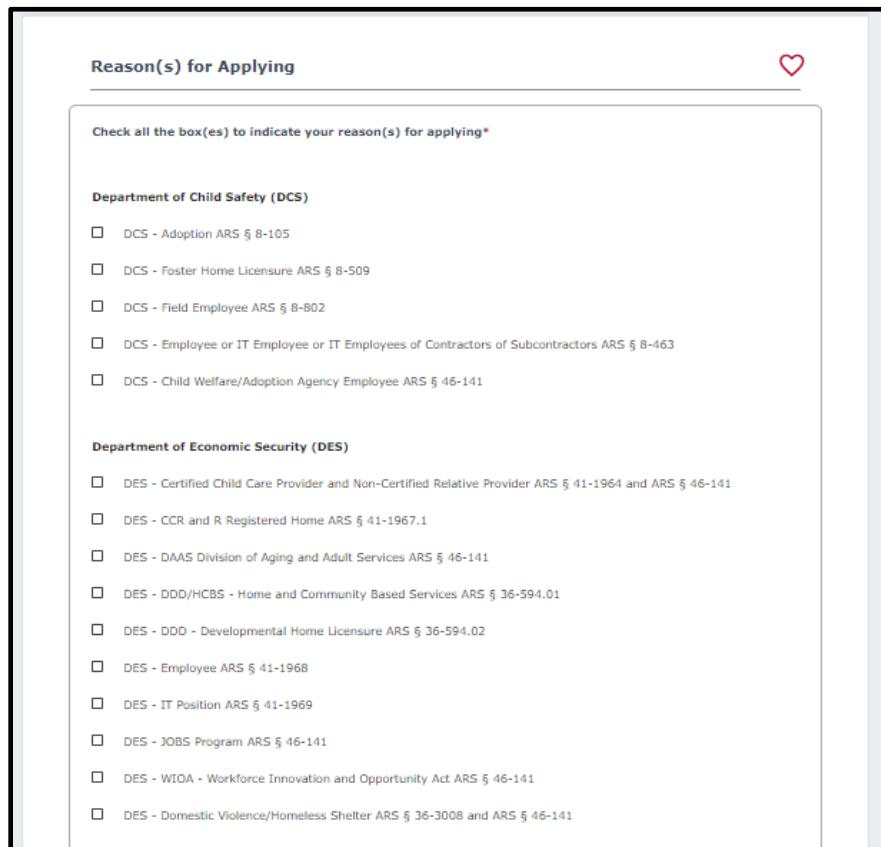
To obtain a copy of your Arizona criminal history record to review, update or correct, you can contact Arizona Department of Public Safety Criminal History Records Unit at (602) 233-2232 or go to <https://azpds.azsps.gov> and choose "Criminal History Review and Challenge" from the Services menu to file your Review and Challenge on-line.

By signing the background check for employment/licensure application, you are acknowledging you have read this "Privacy Act Statement".

**Cancel** **Save** **Continue**

7. Select your statute(s) (If you do not know, contact your employer. DPS cannot tell you which to select)

\*Pictured are just the first two categories of options, scroll when applying for the full list



Reason(s) for Applying Heart

Check all the box(es) to indicate your reason(s) for applying\*

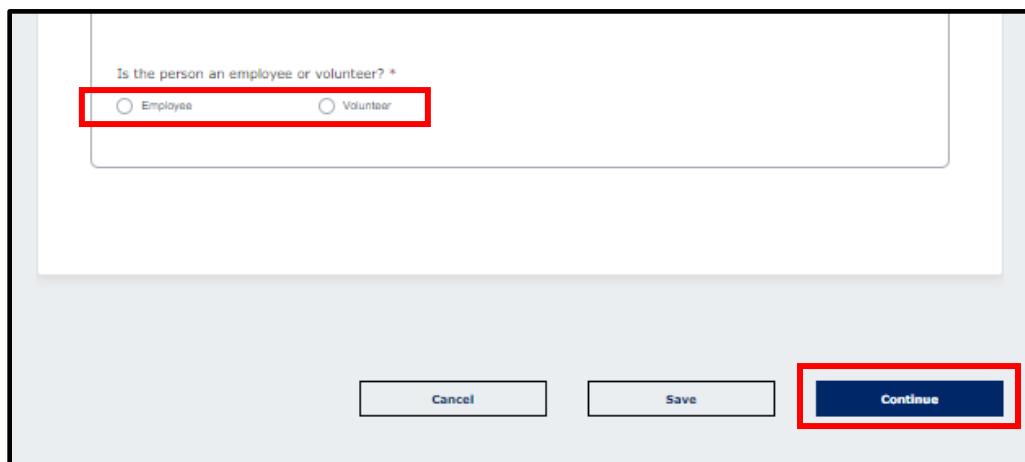
**Department of Child Safety (DCS)**

- DCS - Adoption ARS § 8-105
- DCS - Foster Home Licensure ARS § 8-509
- DCS - Field Employee ARS § 8-802
- DCS - Employee or IT Employee or IT Employees of Contractors or Subcontractors ARS § 8-463
- DCS - Child Welfare/Adoption Agency Employee ARS § 46-141

**Department of Economic Security (DES)**

- DES - Certified Child Care Provider and Non-Certified Relative Provider ARS § 41-1964 and ARS § 46-141
- DES - CCR and R Registered Home ARS § 41-1967.1
- DES - DAAS Division of Aging and Adult Services ARS § 46-141
- DES - DDD/HCBS - Home and Community Based Services ARS § 36-594.01
- DES - DDD - Developmental Home Licensure ARS § 36-594.02
- DES - Employee ARS § 41-1968
- DES - IT Position ARS § 41-1969
- DES - JOBS Program ARS § 46-141
- DES - WIOA - Workforce Innovation and Opportunity Act ARS § 46-141
- DES - Domestic Violence/Homeless Shelter ARS § 36-3008 and ARS § 46-141

8. If the Employee or Volunteer option is shown, select the correct button. Press **Continue**



Is the person an employee or volunteer? \*

Employee  Volunteer

Cancel Save Continue

## 9. Fill out your personal information

### Notes:

- Your name will already be filled out to match what you used when creating your profile. These fields cannot be changed here. If they are incorrect or have changed since creating your account, you will need to submit a name change request.
- DPS does not require you to input your SSN, however, some employers (Department of Education especially) will use your SSN to connect your clearance card to the platform they use to verify cards. If you do not input your SSN, your employer may have difficulty verifying your card.

### Applicant Information

Please enter the Legal Name

I choose not to provide I don't have one

**First Name \***  
Arl

**Middle Initial**

**Last Name \***  
Porter

**Social Security Number \***  
000-00-0000

**Race \***  
Caucasian

**Sex \***  
Female

**Height (ft) \***  
5

**(in) \***  
04

**Weight \***  
123

Enter Height in feet and inches. For example, if the height is 5 feet, 4 inches, enter 5 in the (ft) field and 04 in the (in) field.

**Eye Color \***  
Brown

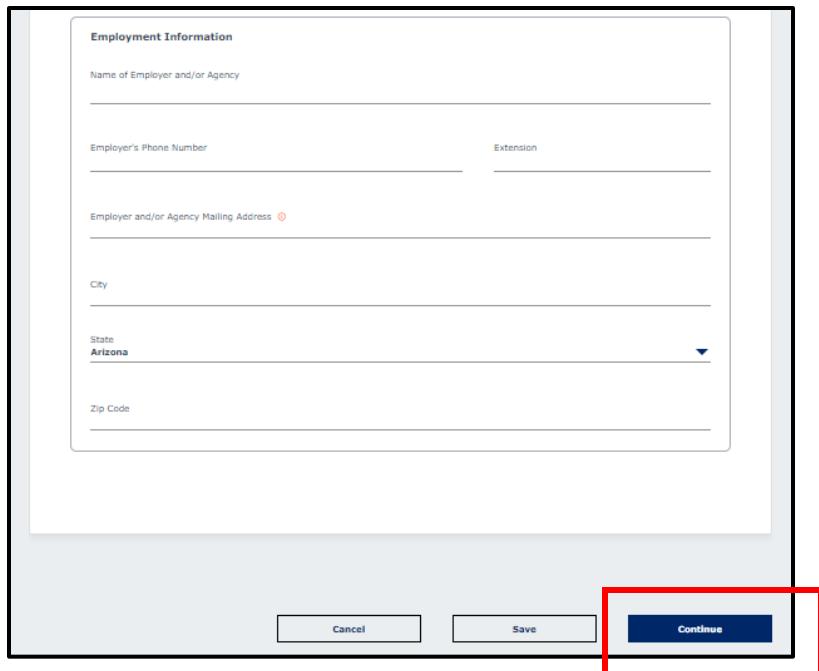
**Hair Color \***  
Black

**Place of Birth \***

**Country \***  
USA

**State \***  
Arizona

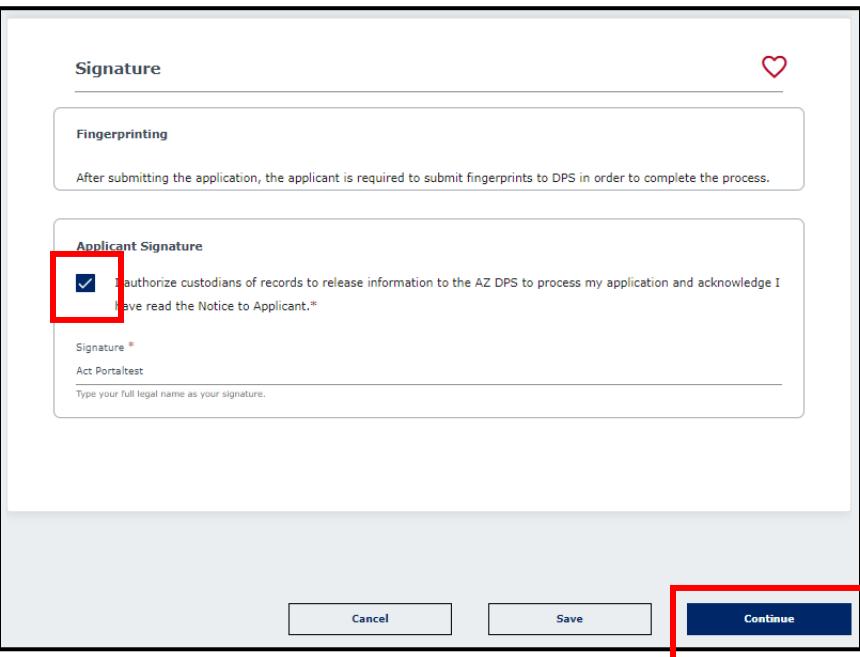
**10.** Employer information is optional. Enter it here if you choose to do so. Press **Continue**.



The form is titled 'Employment Information'. It contains fields for 'Name of Employer and/or Agency', 'Employer's Phone Number' (with 'Extension' to its right), 'Employer and/or Agency Mailing Address' (with a help icon), 'City', 'State' (with a dropdown menu showing 'Arizona'), and 'Zip Code'. At the bottom are three buttons: 'Cancel', 'Save', and a large blue 'Continue' button, which is highlighted with a red box.

**11.** Read the statement about fingerprinting, check the acknowledgement box, and sign your name. Press **Continue**.

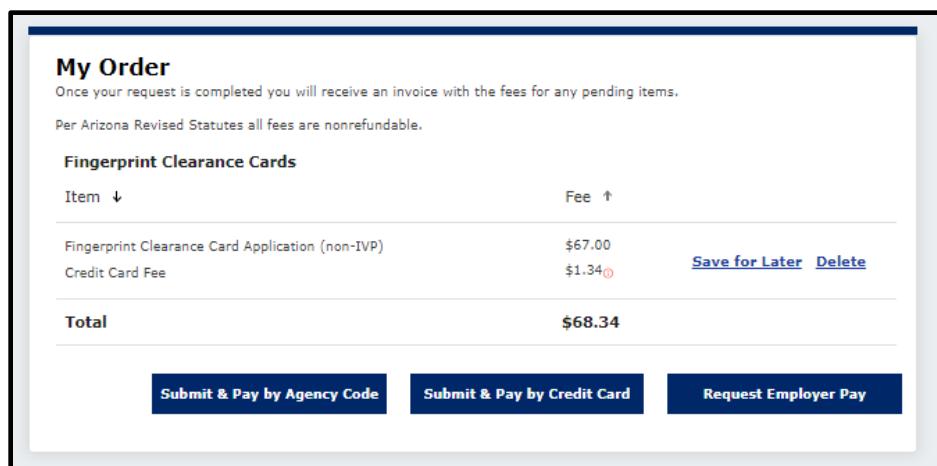
**\* If a warning says your name doesn't match:** Only use first and last name/make sure there are no extra spaces before, between, or after names



The form has a 'Signature' field with a red heart icon. Below it is a 'Fingerprinting' section with a note: 'After submitting the application, the applicant is required to submit fingerprints to DPS in order to complete the process.' The 'Applicant Signature' section contains a checked checkbox with the text: 'I authorize custodians of records to release information to the AZ DPS to process my application and acknowledge I have read the Notice to Applicant.\*'. It also has fields for 'Signature \*' (with 'Act Portaltest' typed in) and 'Type your full legal name as your signature.' At the bottom are three buttons: 'Cancel', 'Save', and a large blue 'Continue' button, which is highlighted with a red box.

**12.** Next you will review the entirety of your application. Please ensure that everything is correct in order to avoid delay in processing. Once you have confirmed that it is accurate, press **Continue to My Order**.

**13.** Select your payment method. You can select **Submit and Pay by Agency Code** if your agency provided you with one, select **Request Employer Pay** to send the application to your employer's account to complete payment (*they must provide you with their PSP Employer Account email for this option*), or you can press **Submit and Pay by Credit Card** to pay yourself.



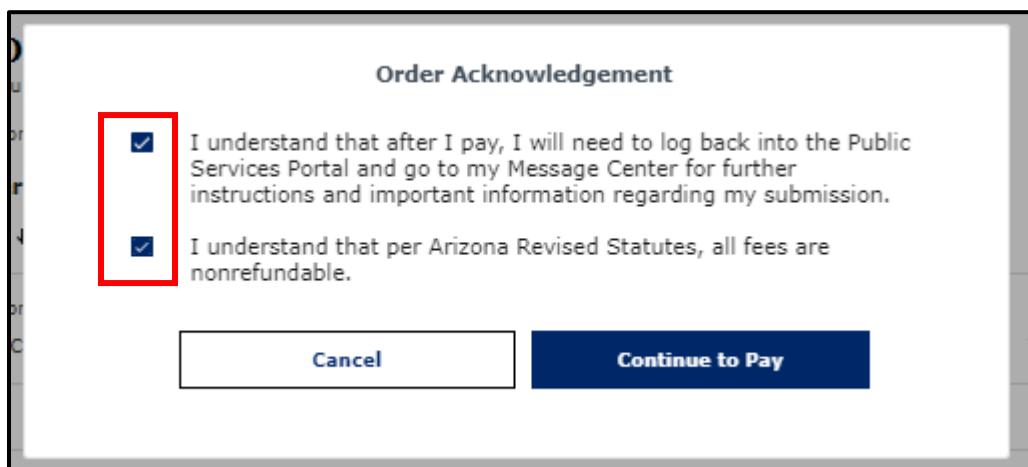
**My Order**  
Once your request is completed you will receive an invoice with the fees for any pending items.  
Per Arizona Revised Statutes all fees are nonrefundable.

Item ↓	Fee ↑
Fingerprint Clearance Card Application (non-IVP)	\$67.00
Credit Card Fee	\$1.34 <small>①</small>
<b>Total</b>	<b>\$68.34</b>

[Save for Later](#) [Delete](#)

[Submit & Pay by Agency Code](#) [Submit & Pay by Credit Card](#) [Request Employer Pay](#)

**14.** Prior to paying, you must acknowledge BOTH statements. **Continue to Pay**.



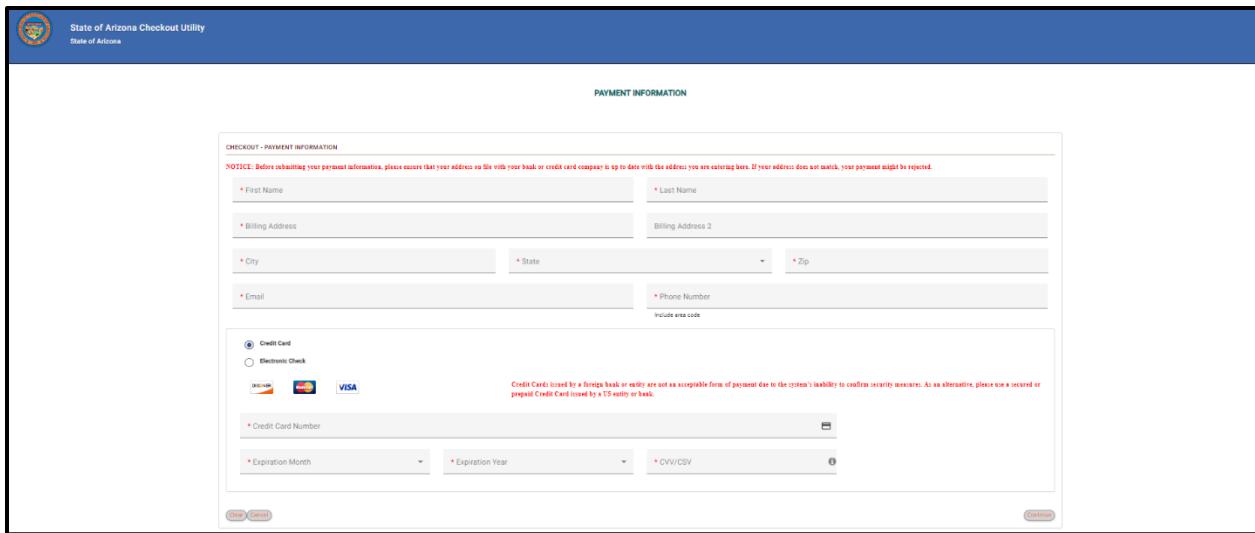
**Order Acknowledgement**

I understand that after I pay, I will need to log back into the Public Services Portal and go to my Message Center for further instructions and important information regarding my submission.

I understand that per Arizona Revised Statutes, all fees are nonrefundable.

[Cancel](#) [Continue to Pay](#)

**15.** You will be navigated to the payment page, which will log you out of the PSP. If you have trouble paying and are using Google Chrome, try using a different browser.



The screenshot shows the 'State of Arizona Checkout Utility' payment page. At the top, there is a logo and the text 'State of Arizona Checkout Utility' and 'State of Arizona'. Below this is a 'PAYMENT INFORMATION' section. It contains fields for 'First Name', 'Last Name', 'Billing Address', 'Billing Address 2', 'City', 'State', 'Zip', 'Email', 'Phone Number', and 'Credit Card' (with options for 'Credit Card' and 'Electronic Check'). Below the credit card fields are icons for American Express, MasterCard, and Visa. A note states: 'Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.' At the bottom of the form are 'Clear' and 'Cancel' buttons, and a 'Continue' button on the right.

**16.** If you need to get back into your account, return to the PSP and log back in.

