

**School of Health &  
Wellness**

# Application & Information

**Fall 2025**

Application Dates: 12/2/2024-1/25/2025



**Radiologic Technology  
Program-AAS**

## **Radiology Department**

3800 N Glassford Hill Road

Prescott Valley, AZ 86314

928.776.2333

[www.yc.edu/radiology](http://www.yc.edu/radiology)



# APPLICATION DEADLINES

APPLICATION CYCLE  
OPEN DATE

December 2, 2024

APPLICATION CYCLE  
CLOSE DATE

January 25, 2025  
11:59pm

ACCEPTANCE  
STATUS  
NOTIFICATION

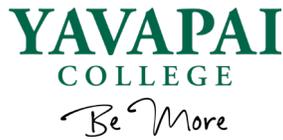
February 14, 2025

CASTLEBRANCH  
IMMUNIZATION/  
DOCUMENT UPLOADS

March 28, 2025

CASTLEBRANCH  
IMMUNIZATION/  
DOCUMENT  
APPROVALS

April 26, 2025



## **Introduction**

Welcome to the Yavapai College Radiologic Technology Program-AAS. The information and application packet are designed as a reference guide for students who intend to apply for the program. All Yavapai College Health Science Programs are committed to quality healthcare, quality education, and the standards of the discipline.

The program is comprehensive and is aligned with the industry's highest standards, providing students with the knowledge and skills needed for a successful career in radiography. The curriculum is established in compliance with the American Registry of Radiologic Technologists (ARRT). While adhering to the most recent curriculum developed by the American Society of Radiologic Technologists (ASRT) and our accreditation standards set forth by The Joint Review Committee in Education of Radiology Technology (JRCERT).

## **Mission Statement**

The mission of the Yavapai College Radiologic Technology Program is to provide quality education that will develop competent, caring, and ethical entry-level radiographers who value lifelong learning and adapt to continuous changes in the healthcare system.

## **Program Goals**

- Students will be able to communicate effectively as a member of a healthcare team.
- Students will be able to demonstrate the ability to apply critical thinking and problem-solving skills.
- Students will be able to exhibit clinical competency by adhering to the ethical and professional standards of radiologic sciences.

## **Program Learning Outcomes**

1. Students will demonstrate effective verbal communication in the laboratory and clinical setting by delivering concise instructions for patient positioning.
2. Students will employ effective written communication skills.
3. Students will evaluate medical imaging procedures independently and recommend technical modifications to ensure diagnostic quality.

4. Students will determine exposure factors to achieve optimum radiographic studies consistent with minimizing patient dose.
5. Students will demonstrate the skills required of a radiologic technologist.
6. Students will summarize the professional obligations as a radiographer.

## **Program Description**

The Associate of Applied Science (AAS) degree in Radiologic Technology is a 2-year program (including summer) that prepares students for entry-level positions as radiographers. The program starts once per year in the fall semester. Students must complete 24 credit hours of pre-entry courses, 49 credits of major core courses and 6 credits of co-requisite courses. It should be noted that clinical rotations associated with the 2nd, 3rd, 4th, and 5th semesters begin earlier than the Yavapai College semester start dates in order to satisfy the clinical time requirements for program completion. Time off for vacation during the semester will not be approved. Students should schedule vacations during the time between semesters.

The program is designed around a model of classroom and laboratory instruction integrated with hands-on experience in a clinical setting that provides a thorough educational foundation and professional preparation to enter the workforce as an independent practitioner upon graduation.

The Radiologic Technology Program is a demanding experience and involves a full-time commitment of up to 40 hours per week plus homework. Students must maintain a minimum 2.5 GPA in all radiologic technology courses and a minimum 2.0 GPA in all general education courses to remain in the program. Students must be adequately prepared to meet the challenge and establish priorities prior to the start of classes.

Graduates of the program are eligible to:

1. Receive an AAS degree in Radiologic Technology.
2. Challenge the American Registry of Radiologic Technologists examination (ARRT).
3. Apply for an Arizona Department of Health Services license to practice radiography-AZDHS CRT (Certified Radiologic Technologist).

## **Locations Offered**

The Radiologic Technology Program will be offered only at the Prescott Valley Center; the college does not offer radiology courses in other district locations. Students are required to provide their own transportation to off-campus clinical assignments.

## **Clinical Affiliations**

The following is a listing of the healthcare facilities that are contracted to serve as Clinical Education Sites (CES) for the radiology program. All students admitted into the program are required to complete assigned clinical rotations at each of the facilities. Prospective applicants who have worked at any of our affiliated clinical sites must be considered eligible for rehire in order to be admitted to the program.

### *Dignity Health-YRMC:*

- East Campus
- Prescott Valley Medical Imaging
- West Campus
- Prescott Medical Imaging

SimonMed – Prescott Valley & Prescott  
Northern Arizona Veterans Administration

### *Northern Arizona Healthcare:*

- Flagstaff Medical Center
  - NAH Orthopedic Flagstaff
- Sedona Medical Center
- Verde Valley Medical Center
- NAH Medical Imaging Center

Flagstaff Bone and Joint

Northern Arizona Radiology-Flagstaff

## **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 Radiologic Technology Program follows the college guidelines for confidentiality of student records as required by the Family Educational Rights and Privacy Act of 1974 (FERPA).

## Articulation and Transfer

The AAS degree in Radiologic Technology can transfer to a Bachelor of Applied Science at universities in Arizona. Please check with an academic advisor for more information.

## Technical Standards

This statement of the Technical Standards of the Radiologic Technology 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 Radiologic Technology Program's performance-based outcomes, which are the basis for teaching and evaluating all radiography students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Radiologic Technology 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 Radiologic Technology 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 accommodations:

- **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.

## Estimated Program Costs

*(Based upon Arizona Resident Student Status)*

### Tuition Fee's for the 2024-2025 Academic Year

<b>Tuition for Pre-Program Entry and Program Courses</b>	
\$186.00 per credit X 46 credits (courses with a RAD prefix)	\$8,556.00
\$125.00 per credit X 12 credits (biology courses)	\$1,500.00
\$108.00 per credit X 15 credits (standard tuition rate)	\$1,620.00
\$139.00 per credit x 3 credits (career & technical rate)	\$ 417.00
<b>Program Specific Textbooks</b> (all textbooks for the entire 2 years are purchased upfront)	Up to \$445.55
<b>Clinical Tracking Module — PlatinumEducation</b>	\$70.00
<b>Background Check, Drug Screen, and Immunization Tracker</b>	\$140.49
<b>MyClinicalExchange</b> (clinical site compliance documentation)	\$39.50 per year
<b>Uniforms and Shoes</b>	Estimated \$200
<b>Physical Exam, Immunizations, &amp; CPR</b> (upkeep required)	Varies by provider
<b>Health Insurance Coverage</b> (required throughout the program)	Varies by provider
<b>Optional-Additional Fees</b>	
Arizona Zeta Chapter of Lambda Nu-National Radiologic Science's Honor Society	\$30.00
ACERT conference trip <i>(Members of YC's Roentgen Ray Student Organization can have costs covered by fundraising efforts-all students can join)</i>	Approx. \$300.00

*Note: The information above provides students, parents, and academic advisors with an approximate program cost. Actual costs may be higher or lower.*

## Student Fees and Financial Aid

Current tuition and fees are identified in the Yavapai College Schedule of Classes. Students seeking financial aid should contact the Financial Aid Office on the Prescott or Verde Valley campus. <https://www.yc.edu/v6/financial-aid/>

## Radiologic Technology Pre-Entry Requirements

**Total Credits: 24**

### Progression Plan

**Note:** Pre-entry requirements must be complete or in progress in order to apply to the Radiologic Technology Program. To prepare to apply for the AAS Program, it is recommended that students begin in the Associate of Arts (Radiologic Tech Intent) degree program and work closely with an academic advisor to ensure timely and on-track progression for application submission.

The 24-credit hour pre-entry block includes Anatomy & Physiology I & II, Medical Terminology and 13 of the 19 total General Education credit hours required.

Fall Term 1	10 credit hours	Hours	Notes
• AHS 130 Medical Terminology for Patient Care Staff		3	Prerequisite: Reading Proficiency
• ENG 101 College Composition I <small>First Year Composition</small>		3	Prerequisites: Satisfactory score on the English skills assessment; or a grade of "C" or better in ENG 095. Reading Proficiency.
• BIO 156 Human Biology for Allied Health <b>OR</b> BIO 181 General Biology I <small>Physical and Biological Science</small>		4	Prerequisite: Reading Proficiency
<b>Term hours subtotal:</b>		<b>10</b>	

Spring Term 1	10 credit hours	Hours	Notes
• ENG 102 College Composition II <small>First Year Composition</small>		3	Prerequisites: ENG 101 or ENG 101A or ENG 103. Reading Proficiency.
• MAT 152 College Algebra ( <i>preferred</i> ) <b>OR</b> any mathematics course for which MAT 152 is a prerequisite <small>Mathematics</small>		3	Prerequisite: MAT 097 or a satisfactory score on the mathematics skills assessment.
• BIO 201 Human Anatomy and Physiology I		4	Prerequisite: BIO 156 or BIO 181
<b>Term hours subtotal:</b>		<b>10</b>	

Summer Term 1	4 credit hours	Hours	Notes
• BIO 202 Human Anatomy and Physiology II		4	Prerequisite: BIO 201 <i>*Course can be taken in a 16-week session in the fall semester.</i>
<b>Term hours subtotal:</b>		<b>4</b>	

The following Co-Requisite General Education courses are recommended during pre-entry if seeking full-time enrollment in the Associate of Arts, Radiologic Technology Intent:

- PHI 204 - Medical Ethics – 3 credits - **Prerequisites:** ENG 101 or ENG 103. Reading Proficiency.  
Arts and Humanities
- PSY 245 - Human Growth and Development – 3 credits – **No prerequisite**  
Social and Behavioral Science

*This recommended sequence is not a binding agreement of any kind between Yavapai College and the student, but merely represents a potential curriculum that may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.*

## Radiologic Technology-AAS

**Total Credits: 55**

*(Plus 24 credits in Pre-entry requirements)*

### Progression Plan

**Note:** Pre-entry requirements must be complete or in progress in order to apply to the Radiologic Technology Program. To prepare to apply to the AAS Program, it is recommended that students begin in the Associate of Arts (Radiologic Tech Intent) degree program and work closely with an academic advisor to ensure timely and on-track progression for application submission.

The 24 credit-hour pre-entry block includes Anatomy & Physiology I & II, Medical Terminology and 13 of the 19 General Education credit hours required.

Fall Term 1	13.5 credit hours	Hours	Notes
• RAD 100 Introduction to Medical Imaging		2	<b>Prerequisites:</b> Admission to the Radiologic Technology program. Reading Proficiency. <b>Corequisite:</b> RAD 111, RAD 111L, RAD 125, RAD 170, and RAD 175.
• RAD 111 Radiographic Positioning I		3	<b>Prerequisites:</b> Admission to the Radiologic Technology program. Reading Proficiency. <b>Corequisite:</b> RAD 100, RAD 111L, RAD 125, RAD 170, and RAD 175.
• RAD 111L Radiographic Positioning Lab I		2.5	<b>Prerequisites:</b> Admission to the Radiologic Technology program. Reading Proficiency. <b>Corequisite:</b> RAD 100, RAD 111, RAD 125, RAD 170, and RAD 175.
• RAD 125 Radiographic Technique I		2	<b>Prerequisites:</b> Admission to the Radiologic Technology program. Reading Proficiency <b>Corequisite:</b> RAD 100, RAD 111, RAD 111L, RAD 170, and RAD 175.
• RAD 170 Radiology Patient Care and Pharmacology		2	<b>Prerequisites:</b> Admission to the Radiologic Technology program. Reading Proficiency. <b>Corequisite:</b> RAD 100, RAD 111, RAD 125, RAD 141L, and RAD 175.
<b>2<sup>nd</sup> 8 weeks</b>			
• RAD 175 Radiation Biology and Protection		2	<b>Prerequisites:</b> Admission to the Radiologic Technology program. Reading Proficiency. <b>Corequisite:</b> RAD 100, RAD 111, RAD 111L, RAD 125, and RAD 170.
<b>Term hours subtotal:</b>		<b>13.5</b>	

Spring Term 1	13.5 credit hours	Hours	Notes
• RAD 135 Radiation Physics and Equipment		3	<b>Prerequisites:</b> RAD 100, RAD 111, RAD 111L, RAD 125, RAD 170, and RAD 175. <b>Corequisite:</b> RAD 141, RAD 141L, RAD 155, and RAD 160A.
• RAD 141 Radiographic Positioning II		3	<b>Prerequisites:</b> RAD 100, RAD 111, RAD 111L, RAD 125, RAD 170, and RAD 175. <b>Corequisite:</b> RAD 135, RAD 141L, RAD 155, and RAD 160A.
• RAD 141L Radiographic Positioning Lab II		2.5	<b>Prerequisites:</b> RAD 100, RAD 111, RAD 111L, RAD 125, RAD 170, and RAD 175. <b>Corequisite:</b> RAD 135, RAD 141, RAD 155, and RAD 160A.
• RAD 155 Radiographic Technique II		2	<b>Prerequisites:</b> RAD 100, RAD 111, RAD 111L, RAD 125, RAD 170, and RAD 175. <b>Corequisite:</b> RAD 135, RAD 141, RAD 141L, and RAD 160A.
• RAD 160A Radiology Clinical Education		3	<b>Prerequisites:</b> RAD 100, RAD 111, RAD 111L, RAD 125, RAD 170, and RAD 175. <b>Corequisite:</b> RAD 135, RAD 141, RAD 141L, and RAD 155.
<b>Term hours subtotal:</b>		<b>13.5</b>	

Summer Term 1	<i>8 credit hours</i>	Hours	Notes
• RAD 160B Radiology Clinical Education		3	<b>Prerequisites:</b> RAD 135, RAD 141, RAD 141L, RAD 155, and RAD 160A. <b>Corequisite:</b> RAD 185
• RAD 185 Radiographic Image Analysis		2	<b>Prerequisites:</b> RAD 135, RAD 141, RAD 141L, RAD 155, and RAD 160A. <b>Corequisite:</b> RAD 160B
• PHI 204 Medical Ethics <small>General Education Co-Requisite Requirement</small>		3	<b>Prerequisites:</b> ENG 101 or ENG 103. Reading Proficiency.
<b>Term hours subtotal:</b>		<b>8</b>	

Fall Term 2	<i>12 credit hours</i>	Hours	Notes
• RAD 200A Radiology Clinical Education		7	<b>Prerequisites:</b> RAD 160B and RAD 185. <b>Corequisite:</b> RAD 215
• PSY 245 Human Growth and Development <small>General Education Co-Requisite Requirement</small>		3	
<b>1<sup>st</sup> 8 weeks</b>			
• RAD 215 Advanced Imaging Systems		2	<b>Prerequisites:</b> RAD 160B and RAD 185. <b>Corequisite:</b> RAD 200A
<b>Term hours subtotal:</b>		<b>12</b>	

Spring Term 2	<i>8 credit hours</i>	Hours	Notes
• RAD 200B Radiology Clinical Education		3	<b>Prerequisites:</b> RAD 200A and RAD 215. <b>Corequisite:</b> RAD 250 and RAD 255.
• RAD 255 Radiology Registry Prep and Professional Development		3	<b>Prerequisites:</b> RAD 200A, RAD 215 <b>Corequisite:</b> RAD 200B, RAD 250
<b>1<sup>st</sup> 8 weeks</b>			
• RAD 250 Radiographic Pathology		2	<b>Prerequisites:</b> RAD 200A and RAD 215 <b>Corequisite:</b> RAD 200B and RAD 255
<b>Term hours subtotal:</b>		<b>8</b>	

*This recommended sequence is not a binding agreement of any kind between Yavapai College and the student, but merely represents a potential curriculum that may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.*

## Steps to Apply for Admission

**Important: Students must apply to and be admitted to Yavapai College prior to applying to the Radiologic Technology program.** Please go to [www.yc.edu](http://www.yc.edu) and click on **Admissions > Getting Started** at the top-left of the page to learn about the college admission procedure.

Radiologic Technology Program Applications will be accepted from **Monday, December 2, 2023, through Saturday, January 25, 2025**. *Please note: Only applications upload to our secure site at <https://www.yc.edu/secureupload> will be accepted.* Applications must be uploaded by 11:59 pm Saturday, January 25, 2025. You will receive an email confirmation that your application has been received after it has been reviewed. All applications will be considered received by the date of post-marked stamp. **Please ensure you are uploading to the radiology folder not admissions.**

### Applications for admission must include the following:

1. Completed Radiologic Technology Application for Admission.
2. Completion of the HESI A2 Entrance Exam. More information can be found on our website as well as the testing center's website.  
<https://www.yc.edu/v6/schools/hewe/docs/radiology/hesi-a2-exam-howto.pdf>
3. **Transcripts: (a)** All relevant official transcripts of completed pre-entry and post-entry general education courses must be received in the Yavapai College Registrar's office **by Saturday, January 25, 2025** for official evaluation. To be considered "official," transcripts must be sent directly from your previous institution(s) to the Yavapai College Registrar (see the last page of this packet for the address). Hand-carried transcripts are not official transcripts. **(b)** In advance of official transcripts, unofficial transcripts from previous institutions must be included with your application and also may be given to an academic advisor for an initial review.
4. **Pre-Entry Check Sheet Form** for the Radiologic Technology Program. Please call to schedule an appointment with the Academic and Career Advising Office. You will receive this form at your appointment with your academic advisor. <https://www.yc.edu/v6/advising/index.html>
5. **Immunization and Documentation Coversheet** with copies of documents supporting immunization status **no later than Saturday, January 25, 2025**. Refer to page 14 for required immunizations and schedule.
6. Copy of your valid driver's license.
7. **Signed Healthcare Provider Signature Form** (provided in this packet).
8. Signed copy of the **Ethics Requirements Form** (provided in this packet).

### **Mandatory Pre-Admission Information Session**

All applicants to the Radiologic Technology Program are required to attend a pre-admission information session. The purpose of this session is to provide applicants with a realistic overview of the program. Applicants are urged to bring a family member or significant other who may be affected by the time commitment required of the prospective student.

Radiologic Technology Pre-Admission Information Sessions will be held conducted online (avail. 24/7) and in person TBD but will begin in August of 2024 and will be held once per month until December. **NOTE: Past attendance of an info-session will not satisfy this requirement as so much has changed since last year. You will need to attend a session in 2024 to complete this requirement.**

### **You will be required to submit the below documents to CastleBranch upon conditional acceptance:**

The radiology department Instructional Support Specialist will contact you with more information  
**Please reference the last page of this packet for more CastleBranch Information.**

1. Copy of **current negative (2-step) TB skin test or a chest x-ray diagnostic report** stating that no tuberculosis is present. *\*\*Chest x-rays are only accepted if you've had a positive 2-step TB skin test and can provide documentation.\*\**
2. Copy of **Health Insurance coverage**
3. **Immunizations:** The process of obtaining these documents takes time; please submit them as soon as possible to CastleBranch but **no later than Friday, March 28, 2025.** If immunization documentation is not approved by CastleBranch by Friday, April 26, 2025, applicants will forfeit their admission to the next qualified applicant on the alternate list. Important: You must follow the correct CDC immunization schedule outlined on page 14 in order to meet compliance. Students who forfeit their conditional acceptance or are dropped from the program may reapply at the next application cycle.



- **Your application must contain all the required documents to be considered for admission to the program.**
- **Applicants should keep their original documents on hand.**
- **Use the checklist on page 29 to ensure you have included everything required.**
- **Submit your application via secure upload in one complete document. Choose Radiology not Admissions.**

## Radiologic Technology Program Selection Criteria

Admission to the program is based on a 624-point system, utilizing the criteria listed below. Students will be required to provide proof of residency, minimum 1 year at time of application submission. <https://www.yc.edu/v6/registrar/residency.html> In addition, the advisor checklist must be provided and complete. Proof of coursework and registration history at Yavapai College will be established by the records on file in the Registrar's Office.

### Selective Admissions Point System

\_\_\_\_\_ **Residency (the physical address where you live at the time of application)**

- Residency within Yavapai County or Coconino County            100 points
- Residency within the State of Arizona                                50 points
- Residency outside state or country                                        0 points

\_\_\_\_\_ **Cumulative Grade Point Average (pre-program entry courses)**

*up to 100 possible points*

2.0 or greater= \_\_\_\_\_ x 25 points

\_\_\_\_\_ **Total Required Pre-Program Credits Completed** *Up to 24 possible points*

Earned pre-program entry credits equal 1 point each and must be completed with a letter grade of "C" or better based on transcripts evaluated by the Yavapai College Registrar's office.

\_\_\_\_\_ **Current and Former Yavapai College Students**

*(completed pre-program entry courses at YC at time of application submission)*

- 12 or more YC credits completed                                        100 points
- 9 to 11 YC credits completed    80 points
- 6 to 8 YC credits completed    60 points
- 3 to 5 YC credits completed    40 points
- 0 to 2 YC credits completed    0 points

\_\_\_\_\_ **HESI A2 Entrance Exam:**

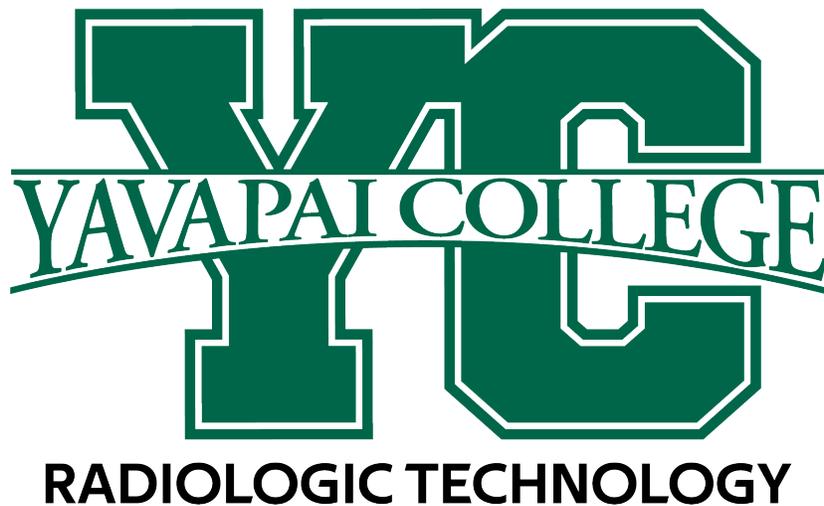
*(Valid for 1 application cycle; can be taken twice to achieve a higher score.)*

Cumulative Score of 75% required for application submission.

- 95-100%    300 points
- 90-94.99%    250 points
- 84-89.99%    200 points
- 75-83.99%    100 points

The 15 highest ranked applicants will be offered seats, based on space availability. The next 5 applicants on the ranking will be offered alternate status. When several applicants have the same ranking score, the following criteria will determine tie breakers:

1. Overall GPA.
2. Overall Critical Thinking Score on the HESI Exam.
3. Number of times the Entrance Exam was taken to achieve a passing score.
4. Number of times pre-requisite courses were taken.



## Required Immunizations

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

Options to meet this requirement:

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

2. **Varicella** (chicken pox)

Options to meet this requirement:

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

3. **Tetanus/Diphtheria and Pertussis (TDaP)**

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. **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. **Students should wait to get a flu shot until the new vaccine becomes available in the fall.** Declinations/exemptions may be available please ask for more information.

## 5. Tuberculosis

Options to meet this requirement:

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

**No other form of TB testing will be accepted for admission into the program.**

## 6. Hepatitis

**B**

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

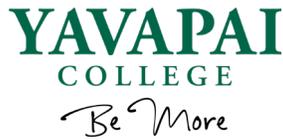
Options to meet this requirement:

- a. Attach a copy of proof of completion of three Hepatitis B injections to the Immunization and Documentation Cover Sheet.  
**or**
- b. Attach a copy of proof of a **POSITIVE HbsAB** titer to the Immunization and Documentation Cover Sheet.  
**or**
- c. If you have not received the injections in the past, you must obtain the first injection and attach a copy of proof of the injection to the Immunization and Documentation Cover Sheet. Then, you must receive the second injection in one month and the third injection five months after the second injection. Submit documentation to the Radiology Department Instructional Support Specialist.

## 7. COVID-19

Upload a copy of your 2 dose COVID-19 vaccination card. The boosters are not required. Declinations/exemptions may be available please ask for more information.

## Background Check



All students are required to obtain a background check which requires; a valid social security number. Information regarding how to obtain the background check will be provided to the student ***upon conditional acceptance to the program***. The cost of this background check is at the student's expense. Due to clinical agency contracts, any negative results will be reviewed by the Radiologic Technology Program Director on a case-by-case basis to determine admission or continuation in the program. All background checks are national, within the past 7 years and include a Sex Offender Registry search.

## **Ethics Requirements**

Admission to or graduation from the Yavapai College Radiologic Technology Program does not guarantee eligibility for the American Registry of Radiologic Technologists (ARRT) Post-Primary Certification Examination. Other eligibility requirements of the ARRT must be met. Individuals with misdemeanor or felony convictions should apply to ARRT for an evaluation of examination eligibility prior to admission to the certificate program. You may request a preapplication review form by contacting the ARRT at: [Ethics Violation Report Form https://www.arrt.org/pages/resources/ethics-information](https://www.arrt.org/pages/resources/ethics-information)

651-687-0048, ext. 8580  
1255 Northland Drive, St. Paul, MN 55120-1155

Students are encouraged to disclose any issues related to the ARRT Rules of Ethics, the ARRT Rules and Regulations, and the ARRT Standards of Ethics prior to application. ***Failure to disclose any ethics issues prior to admission could result in ineligibility to challenge the ARRT Registry exam.***

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

All students must have valid, current BLS for Healthcare Providers certification through the **American Heart Association (AHA)**— “BLS Provider” **this can be obtained during the first semester of the program.**

## **Current Health Insurance Coverage**

All students must have current health insurance for the duration of the program. ***Failure to maintain can result in withdraw from the program.***

## **Drug Testing**

Random drug testing is a standard procedure throughout the Radiologic Technology Program. The first drug test will be at the student's expense. Any subsequent drug testing will be done at the program's expense. When students are informed that they are subjects of random drug testing, they will be provided an appropriate form and a list of local laboratories that they can utilize. The drug testing must be completed by the end of that business day.

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, Yavapai College will continue to prohibit marijuana possession and use on campus for any purpose. Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act.

**Yavapai College could lose its eligibility for federal funds if it fails to prohibit marijuana, which makes it exempt from the requirements of the Arizona Medical Marijuana Act.** Please refer to the following documents: <https://www.yc.edu/Student Code of Conduct>

## **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 Radiology Programs 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 Radiology programs 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 Radiology 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>

**STOP!!!**

Don't forget to schedule  
and take the:

**HESI A2 Entrance Exam**

<https://www.yc.edu/v6/testing-center/>

# The Convenience of HESI eCommerce



## To make a HESI Exam payment through your Evolve account, follow these simple steps:

You'll receive a HESI eCommerce Student Payment Notification E-mail from your instructor.

1. **Click on the link provided in the E-mail** and you will be prompted to **login to your Evolve account**.\*
2. Once you are successfully logged in, select **HESI Assessment — Student Access > Payments**. Sections 1 and 2 will be pre-populated with your payment ID and information.
3. **Enter your billing information** into Section 3. After payment confirmation, a proof of payment statement will be displayed and stored in your account under **Payment History**.

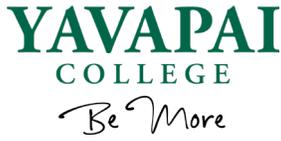
**\*If you have not added HESI Assessment — Student Access to your Evolve account, follow these steps:**

1. Go to **<http://evolve.elsevier.com>** and click on ***I'm a student***.
2. In the **HESI Secured Exams section**, click the link that says ***Register for Results and Remediation***.
3. Click **Register For This Now** to place this in your cart, and then **Redeem/Checkout** from the cart screen.
4. If you are a **returning user**, enter your **Evolve username and password** and click **Login**. If you are **new to Evolve**, enter your **name, email, desired password, institution information** (if applicable), and click **Continue**.

Once you have registered, the **HESI Assessment — Student Access** link will appear under the **My Evolve** section in your Evolve account.



# **Application Forms CastleBranch How-To Guide**



## Radiology Technology Program-AAS Application for Admission

Complete the **fillable** form in its entirety to be considered for admission. **After filling it out print and sign.**

<b>Full Name:</b>	<b>DOB:</b>	<b>Y#</b>
<b>Address:</b>	<b>City:</b>	<b>State &amp; Zip:</b>
<b>YC Email:</b>	<b>Personal Email:</b>	<b>Phone #:</b>
<b>Current Employer:</b>	<b>Highest Level of Education:</b>	<b>Mandatory Information Session Completion Date: (attach certificate with application)</b>

### Please list any courses you plan to take during the program:

Follow the program progression plan for suggested semesters to take a co-requisite course.

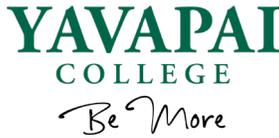
Course:	Meeting Day(s):	Meeting Time(s):	Location:	Semester:

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

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

\_\_\_\_\_   
 Date

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



**Healthcare Provider Signature Form: (bring form to your physician)**

A licensed healthcare provider must sign the Healthcare Provider Signature Form and indicate whether the applicant will be able to function as a Radiologic Technology student. Healthcare providers who qualify to sign this declaration include a licensed physician (MD, DO), nurse practitioner, or a physician’s assistant.

(Please Print) **Applicant Name:** \_\_\_\_\_ **Y#:** \_\_\_\_\_

It is essential that Radiologic Technology students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift and/or reposition patients, stand for several hours at a time, and perform bending and twisting activities. Students will be required to transport patients on gurneys and in wheelchairs, move heavy equipment throughout the clinical site, and must be physically capable of performing CPR in an emergency situation. A standard guideline assigned to weight-lifting capability is 50 pounds; however, students will encounter situations requiring them to lift and manipulate greater than 50 pounds. It is advisable that students consult with their 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 that impact patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program.

**Licensed Healthcare Provider to complete the following section:**

I believe the applicant \_\_\_\_ **WILL** or \_\_\_\_ **WILL NOT** be able to function as a Radiologic Technology student as described above and as designated in the statement of Technical Standards.

**If “WILL NOT,” please explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Licensed Healthcare Provider (Circle one: MD / DO / NP / PA )**

Print Name: \_\_\_\_\_ Medical License No.: \_\_\_\_\_

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

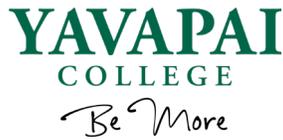
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

## Statement of the Technical Standards of the Yavapai College Radiologic Technology Program

This statement of the Technical Standards of the Radiologic Technology 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 Radiologic Technology Program's performance-based outcomes, which are the basis for teaching and evaluating all Radiologic Technology students. The practice of radiography requires the following functional abilities with or without reasonable accommodations.

- **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.



## Ethics Requirements Form

Admission to or graduation from the Yavapai College Radiologic Technology Program does not guarantee American Registry of Radiologic Technologists (ARRT) registration or state licensure. Licensure, certification and registration requirements, and the subsequent procedures are the exclusive right and responsibility of the ARRT and the Arizona Department of Health Services Bureau of Radiation Control.

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

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

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

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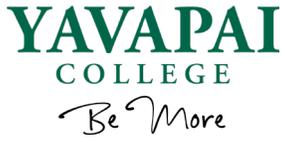
**Applicant Name (Please Print)**

---

**Applicant Signature**

---

**Date**



## Immunization and Documentation Cover Sheet

Please complete this form and attach all supporting documentation.

**Name:** \_\_\_\_\_ **Y#:** \_\_\_\_\_

### Immunizations: MMR / Hepatitis B / Varicella / Tdap / 2-Step TB Skin Test

#### MMR

Date of **1st MMR** Immunization \_\_\_\_\_ **or**

Date of Titer \_\_\_\_\_

Date of **2nd MMR** Immunization \_\_\_\_\_

#### Hepatitis B

Date of **1st Hep B** Immunization \_\_\_\_\_

Date of **2nd Hep B** Immunization \_\_\_\_\_ **or**

Date of Titer \_\_\_\_\_

(2nd Hep B not required for program entry)

Date of **3rd Hep B** Immunization \_\_\_\_\_

(3rd Hep B not required for program entry)

#### Varicella

Date of **1st Varicella** Immunization \_\_\_\_\_ **or**

Date of Titer \_\_\_\_\_

Date of **2nd Varicella** Immunization \_\_\_\_\_

#### Tdap

Date of **Tdap** Immunization \_\_\_\_\_

#### 2-Step TB Skin Test

Date of 1st read \_\_\_\_\_ Result \_\_\_\_\_

Date of 2nd read \_\_\_\_\_ Result \_\_\_\_\_

## Application Checklist for Radiology Technology Program-AAS

Submit the completed application packet items below **in this order** to:

<https://www.yc.edu/secureupload> (under **radiology** not admissions) by 11:59 pm on **Saturday, January 25, 2025**.

**NOTE:** Please ensure that your application is legible, formatted correctly and in 1 PDF file. Don't forget your entrance exam must be complete prior to applying otherwise your application is incomplete and will not be considered.

- Completed Radiologic Technology Application for Admission
- Official* transcripts must be sent directly to the Yavapai College Registrar from any previous institution(s) for official evaluation. Mail transcripts to: Yavapai College, Office of the Registrar, 1100 E. Sheldon Street, Prescott, AZ 86301
- Unofficial* transcripts (can be photocopies) from all colleges or universities attended (**to be included with this application**)
- Pre-Entry Check Sheet Form for the Radiologic Technology Program (signed by an academic advisor)
- Copy valid driver's license
- Immunization and Documentation Coversheet
- Signed Healthcare Provider Signature Form (if a physician will not sign your form acceptance into the program will be denied)
- Signed copy of the Ethics Requirements Form: (Students must go to <https://www.arrt.org/pages/resources/ethics-information> and review the information pertaining to ethics requirements.)
- Proof of Information Session attendance
  - In-person: Attendance Certificate (provided at meeting)
  - Online: Confirmation of Presentation Attendance (receipt of JotForm responses)

### **THE BELOW SHOULD BE READY TO SUBMIT TO CASTLEBRANCH UPON CONDITIONAL ACCEPTANCE**

1. Copy of current negative 2-Step TB skin test.
2. Copies of all immunizations or titers in support of your immunization documentation for CastleBranch, see next page for reference form.
3. Copy of Health Insurance Card.
4. Passport style photograph. (2x2 photo, white background, no glare- can be taken at CVS or Walgreens)



## CastleBranch.com

### Student Instructions

#### What is CastleBranch.com?

CastleBranch.com is a background-check and drug-screen service that allows you to purchase your own background check and drug test. The results of the background check and drug test are posted to the CastleBranch.com website in a secure, tamper-proof environment where students and Yavapai College Radiology Department faculty can view the results.

#### Background Check, Immunization Tracker, and Drug Test

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

1. Completion of a background check by CastleBranch.com.
2. Upload to the CastleBranch.com Immunization Tracker: proof of immunizations for MMR, Hepatitis B, Varicella, and TDaP; a *current* American Heart Association CPR/Basic Life Support (BLS) for Healthcare Providers card; a negative TB skin test or clear chest x-ray; and an Arizona Department of Public Safety Level One Fingerprint Clearance card.
3. Purchase a drug test through CastleBranch.com. ***Please note: Drug tests are administered by Sonora Quest Laboratories. You will have 24 hours to complete the test.***

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

1. Go to [www.castlebranch.com](http://www.castlebranch.com).
2. Click the **Place Order** box on the top right side of the website, enter the package code **YA91** and click **Submit**. This is an all-inclusive package that includes everything you need to pay for with CastleBranch.com for your entire program.
3. Enter the required information and finish by selecting a method of payment. There are multiple options: MasterCard, Visa, Discover, or debit card. You may choose to pay for your order in monthly installments; the monthly installment amount depends upon the amount of the order and includes a \$2.99 per installment payment fee. You can also pay by electronic check or money order for an additional \$10.00; payment by electronic check or money order may delay order processing by 7–10 days until the payment is received.
4. For criminal search: any additional counties outside of the State of Arizona are \$13.00 each.

**Your Package Code is YA91 The cost is \$140.49**

Students must purchase the package online at [www.castlebranch.com](http://www.castlebranch.com) All required documentation must be uploaded to your account and marked "Complete" by CastleBranch.

CastleBranch Website: [www.castlebranch.com](http://www.castlebranch.com)

CastleBranch Support Desk: 888-723-4263