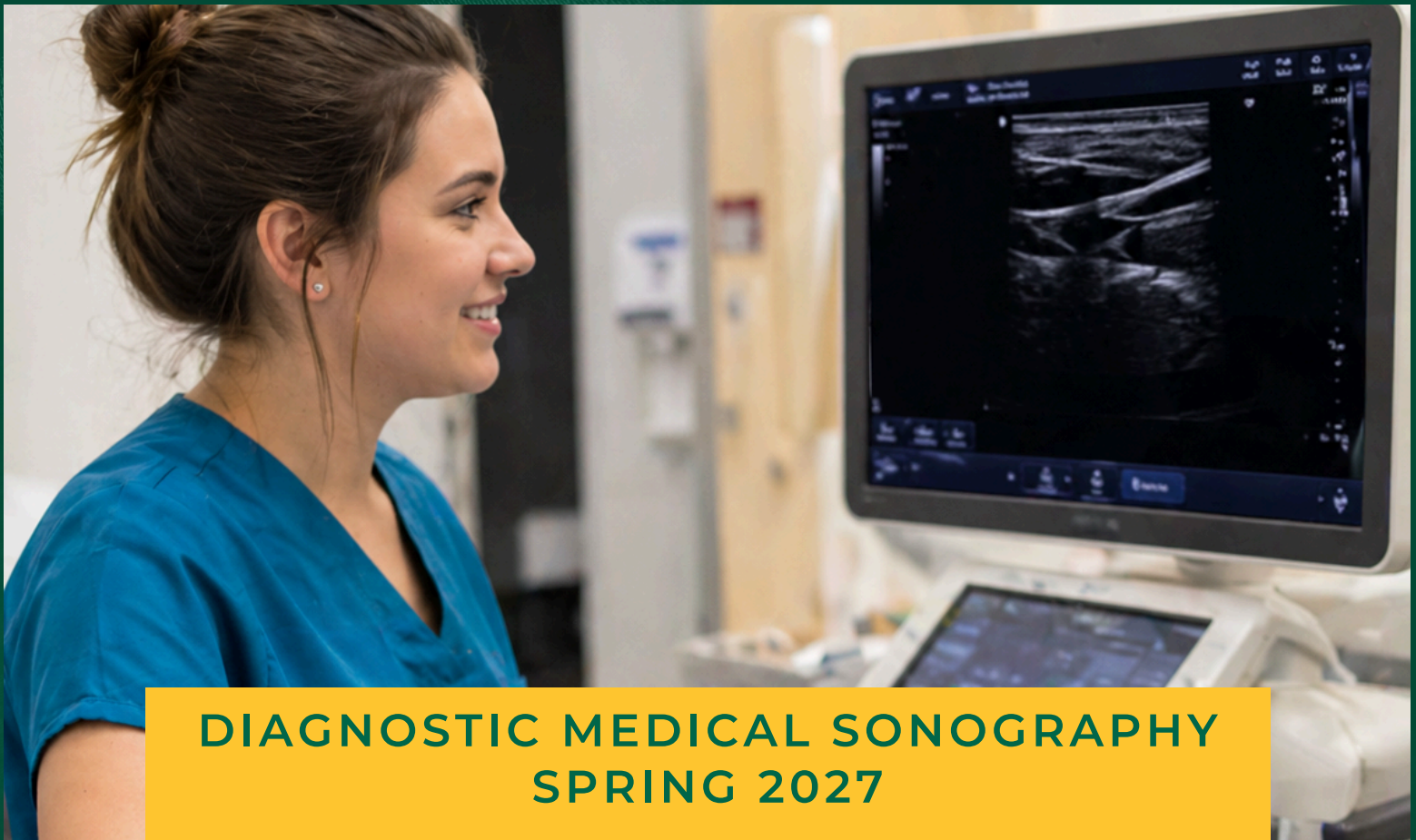


YAVAPAI COLLEGE



DIAGNOSTIC MEDICAL SONOGRAPHY
SPRING 2027

PROGRAM HANDBOOK

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WELCOME

DIAGNOSTIC MEDICAL SONOGRAPHY CERTIFICATE

This handbook is designed as a reference source for Diagnostic Medical Sonography Students, Faculty, and Staff. 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 Diagnostic Medical Sonography Program is to provide a comprehensive educational experience that prepares competent entry-level sonographers with the knowledge, technical skills, professional behaviors, and clinical competence necessary to deliver safe, effective, and ethical patient care while adapting to the evolving healthcare environment.

PROGRAM GOAL

To prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentration(s) offered:

- Abdominal (AB) sonography - Extended
- Vascular (VT) sonography

PROGRAM OVERVIEW

The Diagnostic Medical Sonography Certificate Program prepares students for entry-level positions as ultrasound technologists. The program is designed in accordance with the curriculum established by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) and consists of a hybrid structure utilizing: online, classroom and laboratory instruction integrated with hands-on experience in a clinical setting.

The Diagnostic Medical Sonography program may be completed as a one-year certificate for students who already hold an associate degree in an approved healthcare-related field.

- Radiologic Technologist
- Registered Nurse
- Paramedic
- Respiratory Therapist
- and more...



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Each student enrolled in the Diagnostic Medical Sonography 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 Diagnostic Medical Sonography Certificate Program and the student. Failure to abide by the guidelines set forth in the Program Handbook may result in disciplinary action, including administrative withdrawal from the program.

Policy Changes: Yavapai College and the Diagnostic Medical Sonography Certificate Program reserve the right to add, revise, or repeal its policies and requirements at any time.



Academic Calendar [2026-2027]

Please be sure to check the website linked below for the most up-to-date academic calendar.

[Academic Calendar](#)

Spring Semester 2027: January 19 – May 14

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

Summer Semester 2027: June 7 – July 29 Monday-Thursday

Memorial Day Holiday (offices closed)	Mon. May 31
Summer Semester Begins	Mon. June 7
Juneteenth Holiday (Observed) (no classes, offices closed)	Thurs. June 17
4th of July Holiday (Observed) (no classes, offices closed)	Mon. July 5
Summer Session Ends	Thurs. July 29

Fall Semester 2027: August 16 – December 15

Fall Semester Begins (16-Week and first 8-Week Sessions)	Mon Aug 16
Labor Day Holiday (no classes, offices closed)	Mon Sept 6
First 8-Week Semester Ends	Fri Oct. 8
Fall Break (no classes, offices closed)	Mon-Fri Oct 11-15
Second 8-Week Session Begins	Mon Oct. 18
Veterans Day (no classes, offices closed)	Thurs. Nov. 11
Thanksgiving Holiday (no classes, offices closed W-F)	Wed-Sun Nov 24-28
Fall Semester Ends (16-Week and second 8-Week Sessions)	Wed. Dec. 15



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

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 and 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.
- [Learning Center Resources](#) offers a multitude of tutoring services to students.

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 Diagnostic Medical Sonography 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 the consumer with statistics 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 measures 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.

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 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 and Grading Policy

The Diagnostic Medical Sonography Program is a full-time commitment requiring active participation in both didactic and clinical education. In alignment with ARDMS requirements, the program consists of a minimum of 1680 total hours completed over a period of at least 12 months, encompassing classroom, laboratory, and clinical instruction. Consistent attendance and participation in all scheduled learning activities are essential for student success. While students must complete a minimum of 1,500 clinical hours to graduate, completion of required hours alone does not satisfy program requirements. Students are expected to attend and participate in all scheduled coursework and clinical assignments for the full duration of each semester. Most students will exceed the minimum clinical hour requirement as part of the complete program experience.

Program Dress Code

Uniforms bearing Yavapai College embroidery or patches may only be worn in the classroom, clinical settings, or at school-sponsored events. Wearing the uniform outside of these settings, particularly during inappropriate or unprofessional conduct, may result in immediate dismissal from the program.



Students who repeatedly fail to comply with the program dress code will be placed on remediation, with the expectation of immediate and sustained improvement. If improvement is not demonstrated, this may result in dismissal from the program.

Lecture courses, classroom and school sponsored 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. Uniform purchases will be at the student's expense and are available in the Radiology store.

Lab and clinical 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 3rd week of the semester. Scrubs can be purchased at any retailer but are available for purchase in the bookstore to utilize financial aid.

- Caribbean Blue scrub set, 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, sweatpants, 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



Program Learning Outcomes

Upon successful completion of the Diagnostic Medical Sonography certificate program, the learner will:

1. Demonstrate clinical competency in performing diagnostic sonographic examinations and procedures across diverse patient populations and clinical settings.
2. Integrate and apply patient history, clinical data, and sonographic findings to support accurate diagnostic interpretation and comprehensive patient care.
3. Apply ultrasound physics and instrumentation principles to optimize image quality and ensure safe and effective use of sonographic technology.
4. Communicate effectively with patients, physicians, and members of the healthcare team while maintaining patient comfort, confidentiality, and understanding.
5. Utilize critical thinking and problem-solving skills to adapt protocols, troubleshoot imaging challenges, and respond to dynamic clinical situations.
6. Exhibit professional behavior consistent with legal, ethical, and regulatory standards of practice, including accountability, respect, and constructive responsiveness to feedback.

Program Progression Plan



Diagnostic Medical Sonography

Total Credits: 30

Progression Plan



Spring Term 1		12 credit hours	Hours	Notes
•	DMS 101 Sonography Principles and Instrumentation I		3	Prerequisite: Program admission.
•	DMS 110 Sonography Clinical Education I		4	Prerequisite: Program admission.
•	DMS 120 Abdomen and Superficial Structures I		3	Prerequisite: Program admission.
1st 8 weeks				
•	DMS 100 Introduction to Diagnostic Medical Sonography		1	Prerequisites: Program admission, Reading Proficiency.
2nd 8 weeks				
•	DMS 121 Introduction to OB-GYN Procedures		1	Prerequisite: Program admission.
Term hours subtotal:			12	
Summer Term 1		6 credit hours	Hours	Notes
•	DMS 111 Sonography Clinical Education II		4	Prerequisite: DMS 110
•	DMS 122 Abdomen and Superficial Structures II		1	Prerequisite: DMS 120
•	DMS 123 Introduction to Vascular Procedures I		1	
Term hours subtotal:			6	
Fall Term 2		12 credit hours	Hours	Notes
•	DMS 102 Sonography Principles and Instrumentation II		3	Prerequisite: DMS 101
•	DMS 112 Sonography Clinical Education III		4	Prerequisite: DMS 111
•	DMS 124 Vascular Procedures II		3	Prerequisite: DMS 123
•	DMS 130 Sonography Registry Review and Professional Development		2	
Term hours subtotal:			12	



Grading

All students enrolled in the Diagnostic Medical Sonography Certificate Program must have a minimum overall GPA of a 3.0 in general education courses and **maintain** a minimum of a 3.0 GPA in all DMS courses.

A minimum of **80.0%** in each course is required to be considered passing and 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

70–79.99%	C
60–69.99%	D
0-59.99%	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 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.

Incomplete grades cannot be issued for missed clinical hours at the end of the fall semester due to winter break.



Academic Advising

Working closely with an advisor 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 to develop a Step Improvement Plan.

The Director and the instructor will review the students' 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 as outlined by the director and/or instructor, 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. The student is required to complete the remediation plan given by the faculty/instructor by the due date(s). 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 demonstrate ongoing concerns related to attendance, clinical performance, didactic coursework, or violations of the student code of conduct, or dress code. If a student demonstrates deficiencies across multiple courses, a Step 2 Improvement Plan may be issued to address the combined concerns as they relate to the student's overall success in the program. Step improvement plans 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.



Step Improvement Plans are intended to address specific concerns and do not automatically carry forward once all outlined requirements have been successfully met within the designated timeframe. However, if patterns of behavior or performance concerns persist, or if habits are identified that may impact ongoing success, a Step Improvement Plan may remain in effect for the duration of the program at the discretion of program faculty and/or director.

***Marked improvement:** Demonstrates consistent, observable progress in skill, knowledge, or behavior, resulting in a meaningful advancement toward program competencies.

Classroom/Laboratory Policy

Attendance

Students are expected to attend and participate in all class meetings, laboratories, clinical assignments 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, 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 near the equipment. Proper and regular maintenance/cleaning of the room and equipment must occur at the end of each day.



Proficiency is a pre-clinical application used for students to demonstrate skills for which there are limited or no clinical resources for developing competence. It may be used as a pre-clinical competency technique or tool to assure the student is prepared for clinical experiences.

Proficiencies can be performed in the simulated lab or clinical setting if your clinical affiliates offer the examinations. The expectations are:

- The student has been provided the didactic or theory content in advance
- The student knows the expected protocol for that examination
- Patient preparation, education, and any contraindications
- Performance of 2-D imaging, Doppler (as applicable), measurements (as applicable), and diagnostic criteria (normal from abnormal)

Document evaluation or assessment to include, but not limited to:

- Image optimization
- Acquisition of anatomy
- Doppler, measurements, special maneuvers, etc.
- Other as applicable to the exam or workflow in a clinical setting (worksheet, preliminary sonographer findings, etc.)

The evaluation or assessment document for each student is maintained by the program.

Cell Phones and Texting

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 signoffs 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 equity clinical assignments for all students in a cohort to facilitate access to the various types of required 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 will complete a **minimum of 1500 hours** of clinical education but will likely complete more. The requirement of clinical education is considered necessary to complete the competencies needed for eligibility to challenge the American Registry for Diagnostic Medical Sonography (ARDMS) examination in a specialized credential.

All students are required to attend a 2-day Ultrasound System Operation Orientation prior to unconditional acceptance to the Diagnostic Medical Sonography Certificate Program but a 2-day Ultrasound System Operation and Clinical Orientation will be held the first full week of January to ensure students are ready to attend clinicals the rest of the week.

Hour Limit & Attendance Policy

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.

Students who are ill or experience an emergency and are unable to attend a scheduled clinical assignment must personally notify both the clinical preceptor and program faculty (e.g., Clinical Coordinator) at least one (1) hour prior to the start of the shift. All absences must be made up before the end of the semester in which they occur.

Students are permitted two (2) excused absences per semester that will not impact the final grade; however, documentation (e.g., a physician's note) may be required prior to returning to clinical. Students are allowed two (2) late occurrences per semester before it affects their final grade.



- More than two (2) excused absences will result in a 5% reduction in the final course grade for each additional occurrence within that semester.
- More than two (2) will result in a 5% drop in the final grade for each occurrence in that semester.
- All missed clinical hours must be completed, regardless of the reason for absence, to maintain eligibility for credentialing requirements.

Pre-planned and approved absences or late starts with make-up plans in place will not count against a student's grade.

In the professional environment, punctuality is mandatory with 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 immediate improvement is required. If students have excessive absenteeism and tardiness from clinical assignments, it may result in dismissal from the program.

Students may not attend clinicals during scheduled holidays or breaks. To ensure clinical hours are met, schedules will be shifted to work around holidays as needed.

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 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.



Clinical Step Improvement Plan Process

A student whose weighted grade falls below 80.0%, or who accumulates three or more tardy or absence occurrences, will meet with the Clinical Coordinator or designee and Program Director. During this meeting, they will discuss factors contributing to the students' performance and/or attendance and develop a Step Improvement Plan. The Clinical Coordinator or designee and Program Director will review the students' overall progress for the semester and identify specific areas for improvement.

If, by the second evaluation period of the semester, the student's weighted total remains below 80.0%, attendance discrepancies continue, or insufficient progress has been made in completing missed time, the student will advance to Step 2 of the Improvement Plan.

Failure to meet improvement requirements or demonstrate consistent progress will result in advancement to Step 3 of the Improvement Plan, which initiates dismissal from the program.

Step Improvement Plans are intended to address specific concerns and do not automatically carry forward once all outlined requirements have been successfully met within the designated timeframe. However, if patterns of behavior or performance concerns persist, or if habits are identified that may impact ongoing success, a Step Improvement Plan may remain in effect for the duration of the program at the discretion of program faculty and/or director.

Clinical 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 should be sent to ensure proper documentation.

Full Letter-Grade Reduction:
Withdrawal from Program:

First no-call/no-show within 1 year
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.

Clinical Assignments

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.

It should be noted that clinical semesters begin prior to the standard academic calendar. Clinical coursework starts approximately 10 days before the official start of the academic semester. Students are advised to consult with program officials prior to scheduling vacations to ensure there are no conflicts with academic or clinical requirements.

Clinical education may require travel more than 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.

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 the program's clinical coordinator.

If a student has a prescribed restriction on physical activity, a physician's written directive must be provided to program's 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 Diagnostic Medical Sonography 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 Diagnostic Medical Sonography 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 a reasonable accommodation.
<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 medical sonography 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 Diagnostic Medical Sonography 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)
 - QuantiFERON-TB tests may be accepted but it should be noted that this test can often come back with results indicating it needs to be redone. The expense of all testing is the responsibility of the student.

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:

- 1-Step TB Skin Test
- Chest x-ray results are valid for 5 years

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 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 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 Insurance

The Diagnostic Medical Sonography Certificate 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 and the American Registry for Diagnostic Medical Sonography.

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 and/or the American Registry for Diagnostic Medical Sonography.

Drug Testing

Screening tests for alcohol and drugs are required for all students admitted to the Diagnostic Medical Sonography Certificate 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. 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 before or during the first semester, and 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. *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.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) regulate confidentiality and privacy issues. Protection of patient information is both a legal and professional responsibility. All information related to a patient must be treated confidentially. 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 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 timeframe 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 or designee 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 with agencies.

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 for 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: Caribbean blue with a YC program 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. Shoelaces 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.**



Clinical Education Safety

Administration of Contrast Media

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

Holding Patients

Students may assist radiologic technologists with the care of patients in various areas of the imaging department. Students are prohibited from holding image receptors in the x-ray room or during a mobile exam. Students must never hold patients during radiation exposures.

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 Trajecsys, and within your Canvas course.****

MRI Safety Training

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 must be performed under direct supervision.

Repeat Images

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

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.

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**



Parking Violations

Each clinical setting has its 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.

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.

Zero-Tolerance Guidelines

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

Any 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, their instructors, or fellow students
 - Students 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 Diagnostic Medical Sonography Certificate 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 Competency Requirements

Clinical Competency or Clinical Competent is the demonstration of knowledge, skills, abilities, and personal attributes that meet minimum requirements for the performance of specific patient-focused exams or procedures accomplished within the clinical setting based on medically requested examinations. Clinical competence must be demonstrated consistently during the program.

The list of clinical competencies is the required examinations to be performed independently (under supervision) by the student in the clinical setting on a patient referred for the medical examination. The clinical competency curricular statement for each concentration lists the minimal expectations on the parameters that are to be evaluated and documented in the evaluation.

1. Identification of anatomical and relational structures
2. Differentiation of normal from pathological/disease process
3. Image optimization techniques in grayscale
4. Image optimization techniques in Doppler (where applicable)
5. Measurement techniques

Demonstration of clinical competence requires that the Program Director or the Program Director's designee observed the candidate performing the procedure independently, consistently, and effectively during the course of the candidate's formal educational program. The list of Mandatory/Elective clinical competencies can be found in Trajcesys.

Mandatory Patient Care Procedures

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

- Vital Signs-(blood pressure, pulse, respiration)
- Monitoring level of consciousness and respiration
- Standard precautions
- Sterile technique
- Verification of informed consent
- Assisted Patient Transfer (e.g. slider board, mechanical lift, gait belt, wheelchair)



Mandatory Scanning Techniques

Candidates must demonstrate competence in the mandatory scanning techniques listed below. The activities should be performed on patients whenever possible, but simulation is acceptable.

- Gray scale (2D)
- Color doppler
- Power doppler
- Spectral doppler
- M-Mode
- Ergonomic evaluation-Using [“Industry Standards for the Prevention of Work Related Musculoskeletal Disorders in Sonography”](#)

Mandatory Equipment Care

Candidates must demonstrate competence in the mandatory equipment care listed below. These activities are not eligible for simulation and must be done in the clinical setting.

- Prepare transducer for intracavitary use
- Clean and disinfect transducer

Institutional protocol will determine the images, measurements and report of findings requirements. When performing sonographic procedures, the candidate must independently demonstrate:

- Appropriate patient identification and examination order verification
- Appropriate Interaction with the patient, physicians and staff
- Identification of the pertinent clinical questions and goal of the examination
- Recognition of significant clinical information and historical facts from the patient and medical records, which may impact the diagnostic examination
- Review of data from current and previous examinations to produce a written/oral summary of technical findings, including relevant interval changes, for the reporting physician’s reference
- Selection of the correct transducer type and frequency for examination(s) being performed
- Adjustment of instrument controls including examination presets, scale size, focal zone(s), overall gain, time gain compensation, and frame rate to optimize image quality



- Knowledge and understanding of Doppler ultrasound principles, spectral analysis, and color flow imaging relevant to and in the specific examination.
- Knowledge and understanding of anatomy, physiology, pathology, and pathophysiology relevant to and in the specific examination.
- The ability to perform sonographic examinations of the appropriate organs and areas of interest according to professional and employing institution protocols.
- The ability to recognize, identify, and document the abnormal sonographic patterns of disease processes, pathology, and pathophysiology of the organs and areas of interest. Modify the scanning protocol based on the sonographic findings and the differential diagnosis relevant to the specific examination.
- Performance of related measurements from sonographic images or data.
- Utilization of appropriate examination recording devices to obtain pertinent documentation of examination findings.

Clinical Education Activities Tracking

Clinical Education documentation is tracked via the program's web-based application, Trajecsys. This application is accessible and available on the internet at each clinical education site. 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. **Students are required to clock in on a computer at the clinical setting not their cell phone.** 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.



Simulated Performance

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 for the ARDMS clinical verification form.

Patient Diversity

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

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.



Sonography Professional Agencies

ARDMS

The American Registry for Diagnostic Medical Sonography® (ARDMS®) administers examinations and awards credentials in areas of ultrasound. Through its mission, ARDMS empowers sonographers to provide exceptional patient care through rigorous assessments and continual learning.

<https://www.ardms.org/> This is the gold standard for the profession of Sonography and the desired credential for employment.

ARRT

The American Registry of Radiologic Technologists (ARRT) is a leading credentialing organization, ARRT offers certification and registration in a wide range of radiologic disciplines, helping people who work in medical imaging and radiation therapy to develop their careers. <https://www.arrt.org/>

SDMS

The Society of Diagnostic Medical Sonography (SDMS) was founded in 1970 to promote, advance, and educate the medical community in the science of diagnostic medical sonography. <https://www.sdms.org/>

JRC-DMS

The Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) is a nonprofit organization in existence to establish, maintain and promote quality standards for educational programs in Diagnostic Medical Sonography (DMS). <https://www.jrcdms.org/>

CAAHEP

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is the leader in the accreditation of health sciences and health professions education. <https://www.caahep.org/>

ASRT

The American Society of Radiologic Technologists (ASRT) nationally represent radiologic technologists who perform diagnostic imaging examinations and administer radiation therapy treatments. They may specialize in a specific imaging technique, such as bone densitometry, cardiovascular-interventional radiography, computed tomography, mammography, magnetic resonance imaging, nuclear medicine, quality management, sonography or general radiography. <https://www.asrt.org/>



ACR

American College of Radiology (ACR) accreditation is often voluntarily pursued by healthcare facilities to demonstrate compliance with nationally accepted standards, enhance patient safety, and support high-quality diagnostic outcomes. While not universally required by CMS, ACR accreditation is often expected by private insurers and healthcare organizations and may be necessary for participation in certain reimbursement programs. As part of the accreditation process, facilities must ensure that imaging personnel meet defined qualifications, which frequently includes credentialing through recognized national organizations. <https://www.acr.org/>

Credentialing Pathways

There is no regulation at the state level in Arizona for Diagnostic Medical Sonography. While hospital accreditation organizations such as The Joint Commission and DNV require that imaging personnel be qualified and competent, they do not universally mandate credentialing. However, imaging-specific accreditation bodies (e.g., IAC, ACR), which are often required by private payers, typically require or strongly favor credentialed sonographers. As a result, credentialing becomes a practical requirement for facilities seeking accreditation and reimbursement.

American Registry for Diagnostic Medical Sonography: <https://www.ardms.org/get-certified/rdms/>

This is the GOLD standard of credentialing and the requirement of most employers

RDMS Credential Prerequisites

To obtain the RDMS credential, you must meet the [examination prerequisites](#) and pass the physics and a corresponding specialty examination within [five years](#):

Physics Examination:

- [Sonography Principles and Instrumentation](#) (SPI)

AND

Specialty examinations:

- [Abdomen](#) (AB)
- [Breast](#) (BR)
- [Fetal Echocardiography](#) (FE)
- [Obstetrics & Gynecology](#) (OB/GYN)
- [Pediatric Sonography](#) (PS)

Exam Prerequisites: The Yavapai College Diagnostic Medical Sonography program qualifies students for

- **Prerequisite 1:** a single two-year allied health education program that is patient care related and successfully completing a formal, full-time ultrasound/vascular program that is a minimum of 12 months in length, a minimum of 1,680 total program hours, including appropriate clinical and didactic hours, and requires a clinical internship/externship to complete the program.
- **Prerequisite 3A:** a Bachelor's degree (any major) and successfully completing a formal, full-time ultrasound/vascular program that is a minimum of 12 months in length, a minimum of 1,680



total program hours, including appropriate clinical and didactic hours, and requires a clinical internship/externship to complete the program.

- **Prerequisite 5:** General—Must hold one of the following Active credentials: ONLY Sonography, Vascular Sonography or Breast Sonography through American Registry of Radiologic Technologists (ARRT).

Sonography Principles and Instrumentation Examination: May be taken upon successful completion of a general, medical or sonographic physics class/seminar/course. With a transcript reflecting successful completion of a graded general, medical or sonographic college, post-secondary or higher education physics class (with a grade of C or above).

THEN

Specialty Examinations: The Yavapai College Diagnostic Medical Sonography program has an emphasis on Vascular Technology (RVT) and Abdomen (AB) with an introduction to OBGYN. You must challenge your first specialty examination within 5 years of completing the SPI exam.

Example: If you have successfully completed the SPI examination and the Abdomen (AB) specialty examination the 5-year rule does not apply to earning additional specialties such as: BR, FE, OBGYN or PS. However, if you are outside the 5-year window and want to earn your specialty credential in Vascular Technology after earning your AB credential; you would have to retake the SPI examination before becoming eligible to challenge the RVT exam.

ARDMS RVT Prerequisites

To obtain the RVT credential, you must meet the [examination prerequisites](#) and pass the physics and the VT specialty examination within [five years](#):

Physics Examination:

- [Sonography Principles & Instrumentation](#) (SPI)

AND

Specialty examination:

- [Vascular Technology](#) (VT)

5-Year Rule: The five-year rule is based on the calendar year (January 1 through December 31). The five-year period begins the day the first examination is passed, and it includes any time that remains in that year plus the next five years. For example, a candidate who passed the first ARDMS examination on June 6, 2011, is required to pass the second examination by December 31, 2016.

Exam Scoring: ARDMS examinations are PASS/FAIL. Pass rates for first-time takers and retakers vary by examination. You can view examination statistics for the past several years. You can view examination statistics for the past three years by visiting the examination page under [Get Certified](#).

You will also receive a scaled score, ranging from 300 to 700. A scaled score of 555 is required to pass.

The scaled score is not a percentage of correct answers, nor is it built on a “curve” (a certain percentage of scores pass and a certain percentage fail). To learn more, visit [Notification of Results and Scoring](#).



ARDMS Compliance Pre-Determination Application

<https://www.ardms.org/compliance-predetermination-application/>

ARDMS has implemented the Compliance Pre-determination Application (PDA) review process to assist those with a disciplinary background desiring a career in sonography and entrance into an ultrasound program. It is a review process that examines actual (not hypothetical) cases for individuals who have not already or begun the enrollment process. Upon completion of the review, ARDMS will provide you with a detailed determination of your eligibility status.

This should already be completed by the time a student is enrolled in the Yavapai College Diagnostic Medical Sonography Program.

Scenarios suited for and require review include:

Individuals disciplined by a certifying body, licensing or other regulatory authority, accrediting body, or national professional association.	Those convicted of, pled guilty to, or a nolo contendere plea concerning a crime (felony or misdemeanor) other than a speeding or parking violation.	Parties whose criminal convictions have been expunged. A criminal record triggers the compliance review process, even if the criminal matter is expunged.	ARDMS will also consider matters involving deferred or withheld adjudication, suspended or withheld sentences, and military court marshals.
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How to Apply

```
graph LR; A[Go to ardms.org to create a My ARDMS account] --> B[Select 'APPLY NOW/ NEW USER' Registration]; B --> C[Select 'Compliance Pre-determination Applicant']; C --> D[Log in to account & go to 'APPLICATION CENTER']; D --> E[Select 'COMPLIANCE PRE- DETERMINATION APPLICATION']; E --> F[Follow instructions to submit your application];
```

Required Information and Documents

- Compliance Pre-determination Application Fee of \$125
- A personal written statement explaining the circumstances that led to the matter(s) under review
- Resume/CV
- Specific documentation or information regarding the matter

Visit [ardms.org/compliance-predetermination-application/](https://www.ardms.org/compliance-predetermination-application/) for details on the documentation and information required for each specified case type. Find more guidance and instructions regarding the ARDMS Compliance PDA review process at the above URL. Contact us at Compliance@Inteleos.org.

You'll find the ARDMS exam application checklist in the appendix of this handbook.

American Registry of Radiologic Technologists

<https://www.arrt.org/pages/earn-arrt-credentials/credential-options/sonography>

Students who do not meet eligibility requirements under ARDMS Prerequisites 1 or 3A must qualify under Prerequisite 5 to obtain ARDMS credentials. This pathway requires successful completion of the ARRT Sonography examination to earn the R.T.(S) credential prior to applying for the ARDMS Abdomen (AB) or Vascular Technology (RVT) examinations.



Students following this pathway are responsible for completing the ARRT Sonography examination, the ARDMS Sonography Principles and Instrumentation (SPI) examination, and the applicable ARDMS specialty examination to meet typical employment requirements.

The ARRT credentialing process is competency-based. The Yavapai College Diagnostic Medical Sonography Program is designed to ensure that students meet both ARRT didactic and clinical competency requirements, as well as eligibility requirements established by ARDMS.

Examples of students who may qualify under ARDMS Prerequisite 5 include those who do not enter the program with a two-year allied health degree in a patient care–related discipline or a bachelor’s degree in any field. These students must complete an associate degree prior to challenging the ARRT Sonography examination.

In addition, Yavapai College Diagnostic Medical Sonography Program–specific prerequisites must be completed. Detailed information regarding these requirements is available through Academic Advising or the Radiology Department.

ARRT Ethics Review Preapplication

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

If you have concerns about a potential ethics violation, you may request an ethics review **before** applying for ARRT certification and registration. This option is also available if you aren't yet enrolled in an educational program.

By completing an ethics review preapplication, you can submit information and supporting documentation about a potential violation in advance. The ARRT Ethics Committee will review your submission and provide guidance. If you receive a sanction, you might be ineligible to apply for certification and registration for a set period of time. *This should already be completed by the time a student is enrolled in the Yavapai College Diagnostic Medical Sonography Program.*

WHO SHOULD CONSIDER AN ETHICS REVIEW PREAPPLICATION?

Consider completing an ethics review preapplication if you have experienced any of the following:

- Misdemeanor or felony charges or convictions
- Military courts-martial
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You don't have to report offenses such as poor grades or falling asleep in class.



Dismissal and Grievances

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 patients, 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 or tardies 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 un-welcome to return to facility for future rotations.
17. Performing a sonographic exam on self, patient, or anyone without a written physician's order.
18. Failure to perform safely.
19. Failure to park in designated student/employee parking.
20. Failure to follow the [Code of Ethics](#) for the SDMS.
21. Failure to follow the [Standards of Ethics](#) of the ARRT.
22. Failure to follow the [Practice Standards](#) of the ARDMS.
23. Failure to follow the [Practice Standards](#) of the ASRT.



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 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 Policy

[Student Appeal of Academic or Instructional Decisions by Faculty Procedure, 3.16.01](#)

A student may appeal an academic or instructional decision by faculty if they believe the decision was made in error. The appeal must be made in a timely manner in accordance with the established procedures documented below. A student may only appeal a decision that affects them directly and must represent themselves in the appeal process. The appeal of an academic or instructional decision requires documentation that the decision was incorrect.

Appeal Procedure

Step 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.

Step 2 - In the event the faculty member and student are unable to reach a mutual agreement within ten (10) business days, the student may then appeal to the appropriate Academic Dean.

- The appeal to the Academic Dean must be made within 10 business days in writing using the official form, "Academic or Instructional Decision Appeal to the Academic 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.

Step 3 - The Academic Dean will review the student's appeal and make a decision based on the documentation provided by the student, the faculty member, and other relevant information that may include meetings with appropriate individuals.

- The Academic Dean's investigation and decision must be concluded within 10 business days of the date the student appealed the decision to the Academic Dean.
- The Academic Dean will provide written documentation of the decision to the student and faculty member.
- The decision of the Academic Dean is 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 Diagnostic Medical Sonography Certificate Program is a one-year program that admits one cohort per year. Students who are unable to complete a semester or do not successfully pass required coursework will be dismissed from the program.

Students may apply for readmission; however, readmission is based on space availability and is not guaranteed. Applicants must reapply through the standard application cycle, meet all current admission criteria, and be competitively ranked for selection into a new cohort.

Students accepted for readmission will be required to restart the program from the first semester in the sequence, not from the point at which they were previously enrolled.

Cohort size is determined by the availability of clinical education placements.

PROGRAM FORMS





Student Agreement Form

All unconditionally accepted students in the Yavapai College Diagnostic Medical Sonography 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 Diagnostic Medical Sonography 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 understand all program expectations and requirements including the need to travel.
- I understand that graduation from the Diagnostic Medical Sonography Program is contingent upon the successful completion of all academic coursework and clinical education requirements. This includes not only meeting required clinical hours, but also attending and participating in clinical education for the full duration of each scheduled semester, regardless of whether required hours have been met or exceeded.
- 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.

Student's Signature

Date

Student's Name (please print)

Signature of Program Director

Date



Student Volunteer Scan Lab Consent Form

Purpose: This form is to obtain consent from students who choose to participate as scan models during laboratory sessions. All scanning is performed for educational purposes only.

Voluntary Participation: Participation as a scan model is voluntary. Students may decline or withdraw at any time without penalty or impact on their academic standing.

Educational Use Only: All ultrasound scans performed in the lab are for **educational and training purposes only**. These scans are not intended to diagnose or treat any medical condition and do not replace care from a healthcare provider.

No Medical Advice: Students and faculty will not provide medical diagnoses or advice. If there are any health concerns, students should seek evaluation from a qualified healthcare provider.

Image Use: I understand that images obtained during lab activities may be used for **educational purposes**, including classroom instruction, assignments, and program-related materials. No personally identifiable information will be included.

Risks: Ultrasound is a non-invasive procedure with no known harmful effects. Mild discomfort from transducer pressure or positioning may occur. Participation may be stopped at any time.

Confidentiality: Scanning takes place in a lab setting with other students and faculty present. Reasonable efforts will be made to maintain privacy.

Acknowledgment and Consent

By signing below, I acknowledge that I understand and agree to participate under the conditions outlined above.

Student Name (Printed): _____

Student Signature: _____

Date: _____



Communication Agreement Form

I authorize Yavapai College Diagnostic Medical Sonography Certificate Program Faculty and Staff to contact me via text message as needed.

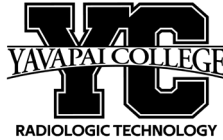
Circle one:

Yes / No

Name: _____ Date: _____

Phone No.: _____

Signature: _____



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.

COVID 19 Student Waiver of Liability and Hold Harmless Agreement

Page 1 of 2



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: _____



STUDENT VOLUNTEER 12HR SHIFTS 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.

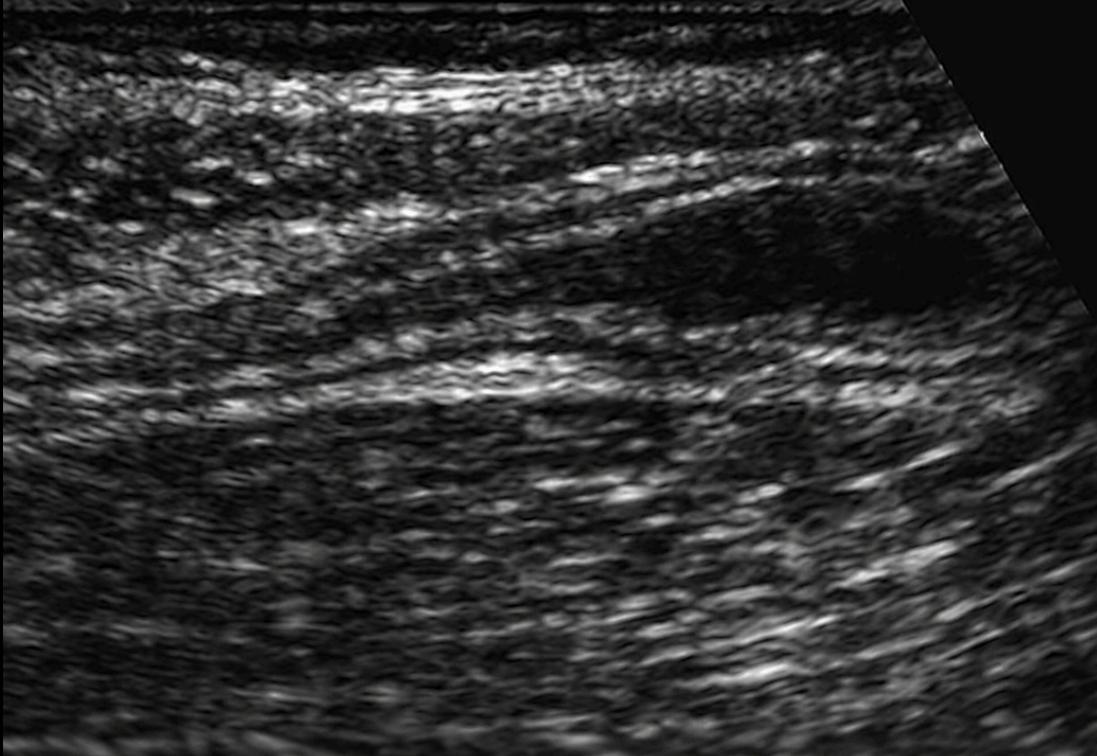
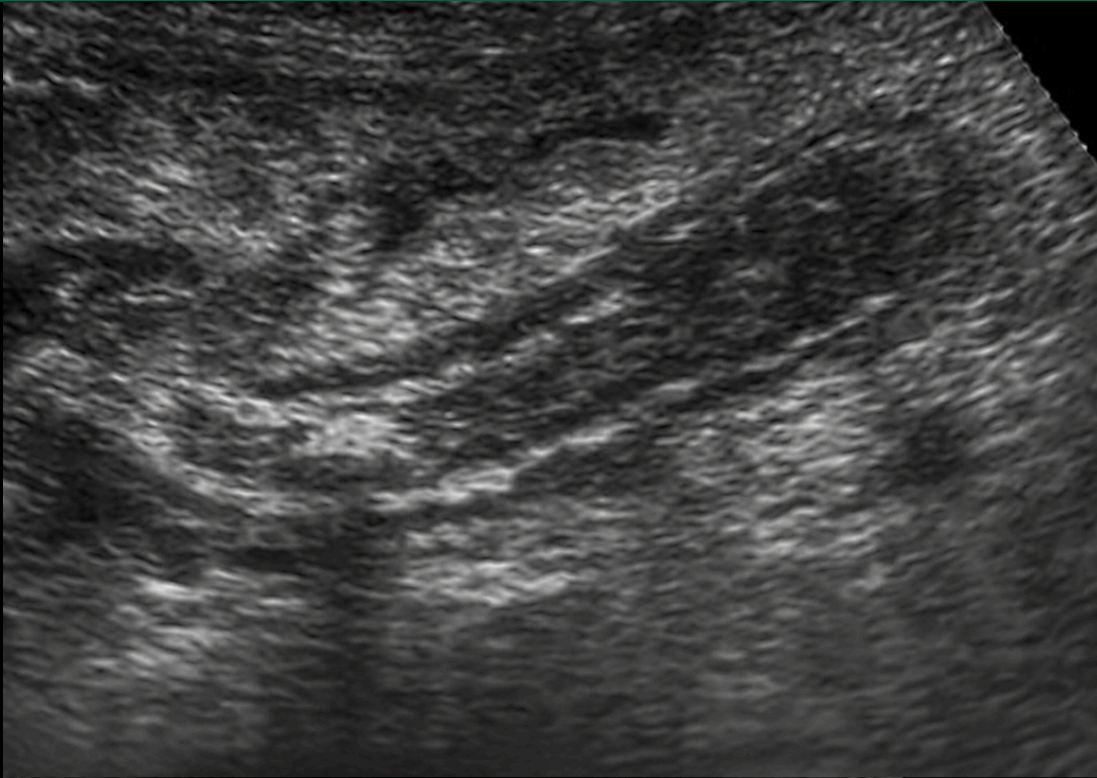
5. Liability Waiver

- 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: _____

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 students enrolled in healthcare related programs 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 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 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 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 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 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 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 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



or designee, may be required.

- d. Based on the information presented in the meeting, and a medical report if required, the Director 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 or designee. The Director 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>

ACCIDENT/INCIDENT REPORT FORM

SECTION I – PERSONAL INFORMATION OF INJURED		Today's Date _____
ARE YOU EMPLOYED BY YAVAPAI COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES – <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> STUDENT EMPLOYEE IF YOU ARE NOT EMPLOYED BY YAVAPAI COLLEGE, WHAT IS YOUR STATUS? <input type="checkbox"/> STUDENT ONLY <input type="checkbox"/> VISITOR <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> OTHER EMPLOYEES & VOLUNTEERS, EMAIL COMPLETED FORM TO AskHR@YC.EDU WITH subject: Accident Report Form [Last Name, First Name] /Encrypt STUDENTS & VISITORS, EMAIL COMPLETED FORM TO CAMPUSPOLICE@YC.EDU WITH subject: Accident Report Form [Last Name, First Name] /Encrypt		
LAST NAME: _____	FIRST NAME: _____	MI: _____
ADDRESS (STREET, PO BOX, CITY, STATE, ZIP) _____		
DATE OF BIRTH: _____	HOME PHONE: _____	
EMERGENCY CONTACT INFORMATION NAME: _____		PHONE: _____
SECTION II – EMPLOYEE INFORMATION (IF APPLICABLE)		
NORMAL WORKING HOURS: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM TO _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		NUMBER OF DAYS PER WEEK USUALLY WORKED: _____
EMPLOYEE DEPARTMENT: _____	POSITION: _____	WORK PHONE: _____
SECTION III – ACCIDENT/INCIDENT INFORMATION		
DATE OF ACCIDENT/INCIDENT: _____		TIME OF ACCIDENT/INCIDENT: <input type="checkbox"/> _____ AM <input type="checkbox"/> _____ PM
DID THIS HAPPEN: <input type="checkbox"/> COMING INTO WORK <input type="checkbox"/> DURING WORK HOURS <input type="checkbox"/> LEAVING WORK <input type="checkbox"/> OTHER _____		
LOCATION OF ACCIDENT/INCIDENT: _____		
WHICH CAMPUS: <input type="checkbox"/> CHINO VALLEY <input type="checkbox"/> CTEC <input type="checkbox"/> PRESCOTT <input type="checkbox"/> PRESCOTT VALLEY <input type="checkbox"/> SEDONA <input type="checkbox"/> VERDE VALLEY <input type="checkbox"/> OTHER		
DID INJURED PERSON SEEK MEDICAL ATTENTION: <input type="checkbox"/> Yes <input type="checkbox"/> No		DID INJURED PERSON GO TO EMERGENCY ROOM: <input type="checkbox"/> Yes <input type="checkbox"/> No
WHERE DID INJURED PERSON SEEK MEDICAL ATTENTION – PROVIDE NAME AND ADDRESS OF PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL _____		
IF HOSPITALIZED, HOSPITAL NAME: _____		
TYPE OF ACCIDENT/INCIDENT: _____		PART OF BODY INJURED: _____ <input type="checkbox"/> RIGHT <input type="checkbox"/> LEFT
Describe what happened (use back of sheet for additional information): _____ _____		
WITNESS TO ACCIDENT/INCIDENT: _____		PHONE: _____
WEATHER CONDITIONS AT TIME OF ACCIDENT/INCIDENT: _____		
ACCIDENT/INCIDENT RELATED TO: <input type="checkbox"/> FLOORING/SURFACE <input type="checkbox"/> LIQUID/VAPORS <input type="checkbox"/> WEATHER/NATURE <input type="checkbox"/> OTHER _____		
SIGNED BY: INJURED PERSON'S SIGNATURE (PRINT & SIGN): _____		DATE: _____
SIGNED BY: SUPERVISOR'S SIGNATURE: (PRINT & SIGN) _____		DATE: _____
WAS COLLEGE POLICE CALLED TO THIS ACCIDENT/INCIDENT: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Employees and Volunteers, email completed form to HumanResources@yc.edu with subject: Accident Report Form [Last Name, First Name] /Encrypt Students and visitors, email completed form to CampusPolice@yc.edu with subject: Accident Report Form [Last Name, First Name] /Encrypt		



Step Improvement Plan

Step 1 Improvement Plan for _____ Date _____

- I) The following deficiencies in student performance related to expected course and/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 Diagnostic Medical Sonography 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 DMS course(s) with a course grade of F, and/or **Step 3** immediate dismissal from the Yavapai College Diagnostic Medical Sonography Program, as determined by the Director of the program.

Yavapai College Student

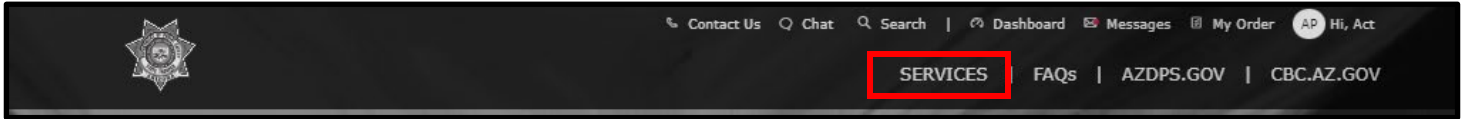
Date

Yavapai College Faculty/Instructor

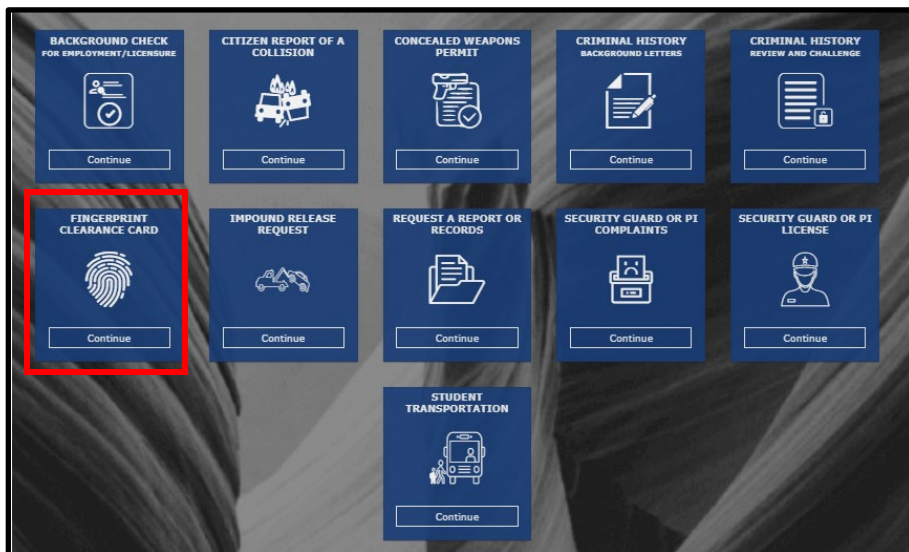
Date

How do I apply for a new fingerprint clearance card?

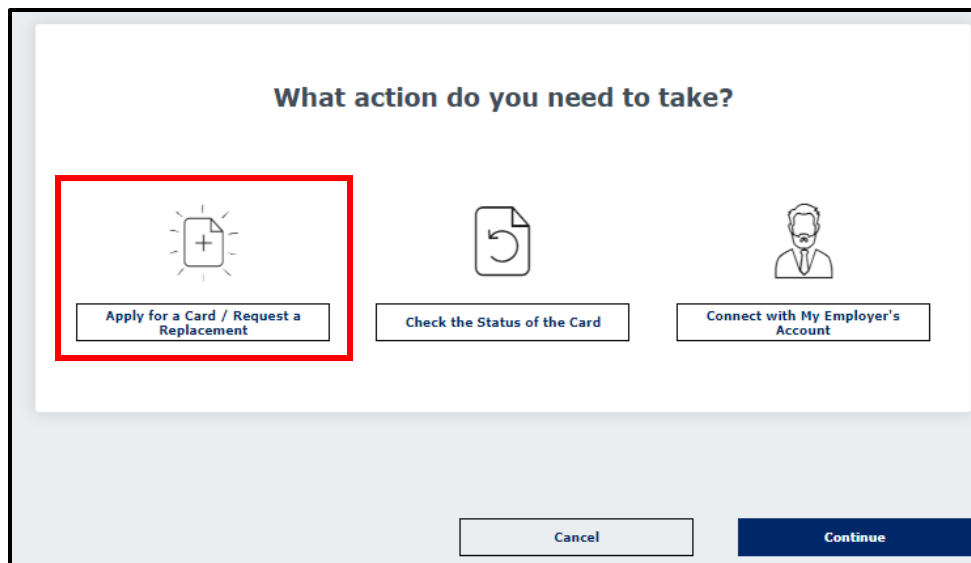
1. Log in to your individual PSP account and select **SERVICES** from the top right



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 28 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, disclosure to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determination; 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), 50.13, 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 procedures 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.eds.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.eds.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 Corrections Criminal History Records Unit at (602) 233-2232 or go to <https://www.azdps.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/license application, you are acknowledging you have read this "Privacy Act Statement".

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 ❤️

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 of 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**

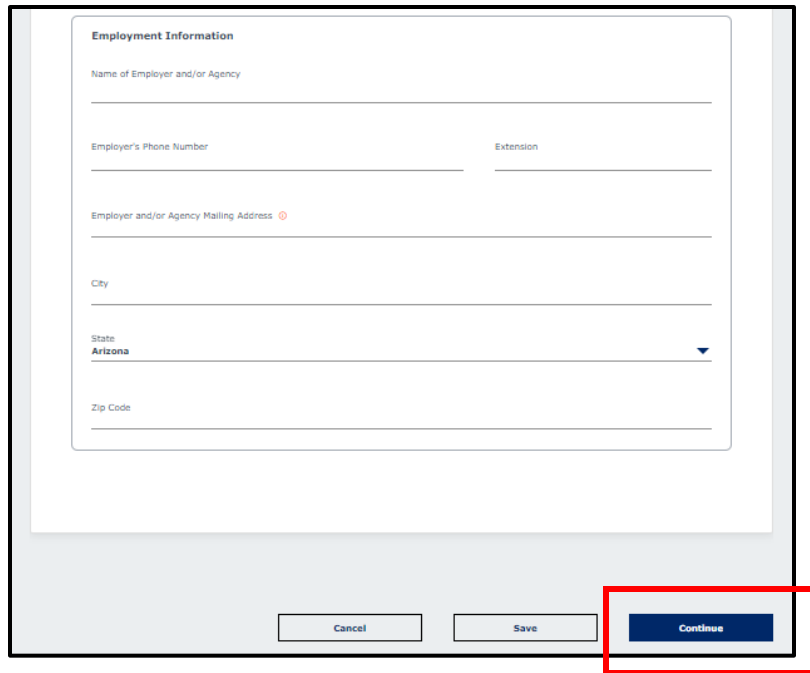
9. Fill out your personal information

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.

The screenshot shows a web form titled "Applicant Information" with a heart icon in the top right corner. The form is divided into sections. The first section, "Applicant Information", contains the instruction "Please enter the Legal Name" and four input fields: "First Name *", "Middle Initial", "Last Name *", and "Social Security Number *". A red rectangular box highlights these four fields. Below this section is a checkbox labeled "I authorize to provide 1 deli license". The second section contains several dropdown menus: "Race *" (selected: Caucasian), "Sex *" (selected: Female), "Height (ft) *" (selected: 5), "Weight *" (selected: 123), "Eye Color *" (selected: Brown), "Hair Color *" (selected: Black), "Place of Birth *", "Country *" (selected: USA), and "State *" (selected: Arizona). Below the height and weight fields, there is a small instruction: "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. Weight in pounds".

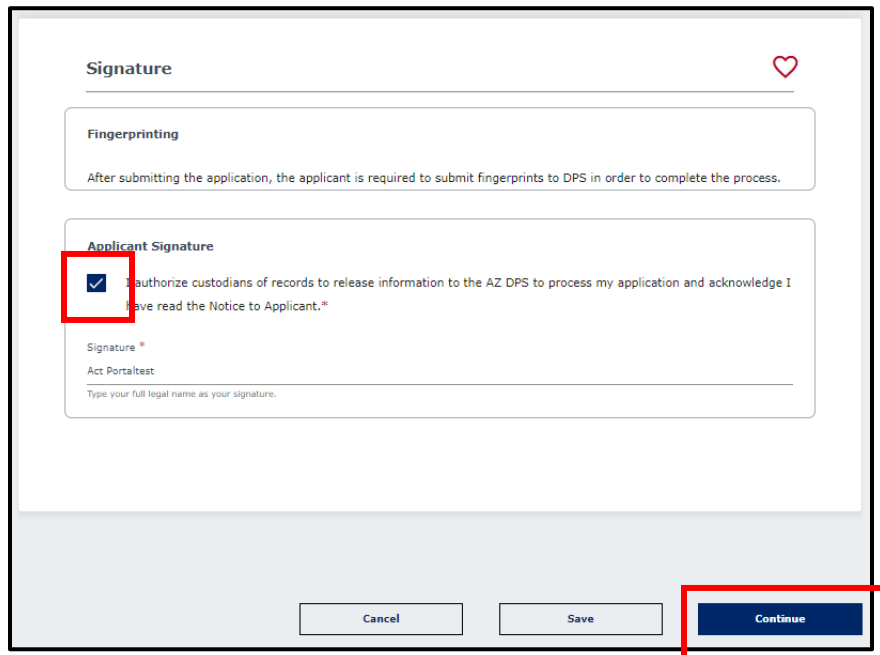
10. Employer information is optional. Enter it here if you choose to do so. Press **Continue**.



The image shows a form titled "Employment Information" with the following fields: "Name of Employer and/or Agency", "Employer's Phone Number" and "Extension", "Employer and/or Agency Mailing Address", "City", "State" (with "Arizona" selected in a dropdown), and "Zip Code". At the bottom, there are three buttons: "Cancel", "Save", and "Continue". The "Continue" button is highlighted with a red rectangular 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 image shows a form titled "Signature" with a heart icon in the top right corner. It contains a "Fingerprinting" section with the text: "After submitting the application, the applicant is required to submit fingerprints to DPS in order to complete the process." Below this is an "Applicant Signature" section with a checked checkbox and 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.*". There is a "Signature" field with the placeholder text "Act Portaltest" and "Type your full legal name as your signature." At the bottom, there are three buttons: "Cancel", "Save", and "Continue". The "Continue" button is highlighted with a red rectangular 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.

Fingerprint Clearance Cards

Item ↓	Fee ↑	
Fingerprint Clearance Card Application (non-IVP)	\$67.00	
Credit Card Fee	\$1.34	Save for Later Delete
Total	\$68.34	

[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](#)

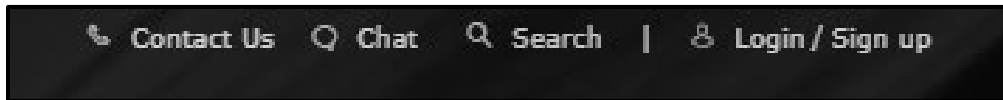
15. You will be navigated to the payment page, which will log you out of the PSP. If you have trouble paying and are using Google Chrome, try using a different browser.

The screenshot shows the 'PAYMENT INFORMATION' page of the State of Arizona Checkout Utility. The page header includes the state seal and the text 'State of Arizona Checkout Utility' and 'State of Arizona'. The main content area is titled 'PAYMENT INFORMATION' and contains a form with the following fields and options:

- First Name** and **Last Name** (text input fields)
- Billing Address** and **Billing Address 2** (text input fields)
- City** (text input field), **State** (dropdown menu), and **Zip** (text input field)
- Email** (text input field) and **Phone Number** (text input field)
- Payment Method** section with radio buttons for **Credit Card** (selected) and **Electronic Check**.
- Logos for **Discover**, **MasterCard**, and **VISA**.
- Credit Card Number** (text input field with a mask icon)
- Expiration Month** (dropdown menu), **Expiration Year** (dropdown menu), and **CVV/CSV** (text input field with an eye icon)

A red notice at the top of the form reads: "NOTICE: Before submitting your payment information, please ensure that your address on file with your bank or credit company is up to date with the address you are entering here. If your address does not match, your payment might be rejected." A red note below the logos 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 buttons for "Back" and "Continue".

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





Application Submission Checklist

This document is for first-time Applicants only. Please make sure each Document under the prerequisite or requirement selected is included with your application. Incomplete applications will be returned less the processing fee per examination.

SPI EXAMINATION REQUIREMENT:

- A transcript (see transcript requirements below) reflecting successful completion of a graded general, medical or sonographic college, post-secondary or higher education physics class (with a grade of C or above);
OR
- A CME certificate denoting successful completion of a general, medical or sonographic physics seminar, physics review course, or physics correspondence course, denoting a minimum award of 12 ARDMS-accepted CME credits. The certificate must meet ARDMS CME documentation requirements (visit [ARDMS.org/CME](https://www.ardms.org/CME) to view ARDMS- accepted CMEs). The CME credits must be earned within two (2) years prior to application submission.

Transcript Requirements

- Name of Applicant and school must be printed on the transcript; handwritten information will not be accepted.
- The class or course name must specifically indicate Physics, Physical Principles and/or Instrumentation in the title and be printed on the transcript. Supplementary information will not be accepted.
- Transcript can be unofficial or official.
- If submitting a foreign transcript or degree, a formal course by course foreign transcript evaluation report must accompany the application summary and indicate the aforementioned requirements
- Transcripts indicating only a number grade must include a grade key printed on the transcript showing the equivalent letter grade. Supplementary information will not be accepted.

PREREQUISITE 1:

- Copy of an official7 transcript from a two-year allied health education program as noted in the Education requirement of this prerequisite. Must state specific number of credits and indicate quarter or semester-based system. Must include graduation information.
- Copy of education program certificate, certification or license.
- Letter from a supervising physician, ARDMS-Registered sonographer/technologist or the educational program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/successful completion of sonography program. For required letter content, please visit [ARDMS.org/SampleLetters](https://www.ardms.org/SampleLetters).
- Signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](https://www.ardms.org/CV).

PREREQUISITE 2:

- Copy of a diploma from an ultrasound/vascular program or copy of an official7 transcript indicating the date the degree was conferred.
- Letter signed by your program director and/or medical director indicating your date of graduation or successful completion of the program4. Program directors must use the mandatory formatted sample letter, available at [ARDMS.org/SampleLetters](https://www.ardms.org/SampleLetters).
- The CV form is not required if the application is submitted and received within one year after successful completion of the program. Otherwise a signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](https://www.ardms.org/CV).

PREREQUISITE 3A:

- Copy of a bachelor's degree or copy of an official transcript earned in the U.S. or Canada, or a copy of a formal foreign transcript evaluation report indicating that the degree is equivalent to a bachelor's degree in the U.S. or Canada.
- Letter from a supervising physician, ARDMS-Registered sonographer/technologist or an educational program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/ successful completion of the sonography program. For required letter content, please visit [ARDMS.org/SampleLetters](https://www.ardms.org/SampleLetters).
- Signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](https://www.ardms.org/CV).

PREREQUISITE 3B:

- Copy of a bachelor's degree or copy of an official transcript earned in the U.S. or Canada or a copy of a formal foreign transcript evaluation report indicating that the degree is equivalent to a bachelor's degree in the U.S. or Canada
- Letter signed by an education program director verifying length of ultrasound or vascular experience. If program is not completed at the time of application, a letter signed by the program director indicating the graduation date and completion of appropriate clinical ultrasound experience³ is needed⁵. Program directors must use the mandatory formatted student or graduate sample letters, available at [ARDMS.org/SampleLetters](https://www.ardms.org/SampleLetters).
- The clinical verification (CV) form is not required if the application is submitted and received within one year prior to successful completion of the program, provided that the Applicant has completed 12 months of full-time clinical experience within the program at the time that the application is submitted. Otherwise, a signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](https://www.ardms.org/CV).

PREREQUISITE 4A1:

- Copy of medical school diploma or copy of an official transcript indicating the date the degree was conferred.
- Letter from residency/fellowship program director verifying dates of attendance and completion of a minimum of 800 studies in the area in which you are applying. For required letter content, please visit [ARDMS.org/SampleLetters](https://www.ardms.org/SampleLetters).
- Signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](https://www.ardms.org/CV).
- Applicants should maintain a patient log or other record of the 800 studies. This log does not need to be submitted with the application but may be requested as part of a random audit. This documentation should be maintained by the Applicant for at least three (3) years following the date of application submission.

PREREQUISITE 4A2:

- Copy of medical school diploma or copy of an official transcript indicating the date the degree was conferred.
- Letter from supervising physician, ARDMS-Registered sonographer/technologist or educational program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/successful completion of sonography program. If you are the supervising physician, you may write your own letter. For required letter content, please visit [ARDMS.org/SampleLetters](https://www.ardms.org/SampleLetters).
- Signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](https://www.ardms.org/CV).

PREREQUISITE 4B1:

- Copy of formal foreign transcript evaluation report converting the foreign medical degree must indicate that this medical degree is equivalent to a Doctor of Medicine degree in the U.S. or Canada. A listing of organizations that produce individualized, written reports describing each certificate, diploma or degree earned, and specifying its U.S. or Canadian equivalent can be found at [ARDMS.org/ForeignTranscripts](https://www.ardms.org/ForeignTranscripts). If the Applicant has passed all three parts and earned the

- Educational Commission for Foreign Medical Graduates (ECFMG®) certification, a copy of the ECFMG® certificate may be submitted with a copy of a current, valid MD or DO license from the U.S. or Canada in lieu of the evaluation.
- Letter from residency/fellowship program director verifying dates of attendance and completion of a minimum of 800 studies in the area in which you are applying. For required letter content, please visit [ARDMS.org/SampleLetters](https://www.ardms.org/SampleLetters).
- Signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](https://www.ardms.org/CV).

Applicants should maintain a patient log or other record of the 800 studies. This log does not need to be submitted with the application but may be requested as part of a random audit. This documentation should be maintained by the Applicant for at least three (3) years following the date of application submission.

PREREQUISITE 4B2:

- Copy of formal foreign transcript evaluation report converting the foreign medical degree must indicate that this medical degree is equivalent to a Doctor of Medicine degree in the U.S. or Canada. A listing of organizations that produce individualized, written reports describing each certificate, diploma or degree earned, and specifying its U.S. or Canadian equivalent can be found at [ARDMS.org/ForeignTranscripts](https://www.ardms.org/ForeignTranscripts). If the Applicant has passed all three parts and earned the Educational Commission for Foreign Medical Graduates (ECFMG®) certification, a copy of the ECFMG® certificate may be submitted with a copy of a current, valid MD or DO license from the U.S. or Canada in lieu of the evaluation.
- Letter from supervising physician, ARDMS-Registered sonographer/technologist or educational program director indicating a minimum of 12 months of full-time clinical/vascular experience including exact dates of ultrasound experience/successful completion of sonography program. If you are the supervising physician, you may write your own letter. For required letter content, please visit [ARDMS.org/SampleLetters](https://www.ardms.org/SampleLetters).
- Signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](https://www.ardms.org/CV).

PREREQUISITE 5:

- Copy of Active credential identification card or copy of license.

**ONLY RCS, RCCS or RVS through Cardiovascular Credentialing International (CCI), or ONLY Sonography, Vascular Sonography or Breast Sonography through American Registry of Radiologic Technologists (ARRT), or DMU through Australasian Society of Ultrasound in Medicine (ASUM).*

- Signed and completed clinical verification (CV) form for each appropriate specialty area(s). CV forms are available at [ARDMS.org/CV](https://www.ardms.org/CV).

NOTES ABOUT THE PREREQUISITES:

³ Clinical ultrasound/vascular experience may be obtained one of two ways: (1) being employed as an ultrasound/vascular sonographer in a clinical setting for a minimum of 12 months and a minimum of 1,680 hours, or (2) successfully completing a formal, full-time ultrasound/vascular program that is a minimum of 12 months in length, a minimum of 1,680 total program hours, including appropriate clinical and didactic hours, and requires a clinical internship/externship to complete the program. If the total length of the program exceeds 12 months, the Applicant must successfully complete the program in its entirety prior to using the program as documentation of the required clinical ultrasound/vascular experience. Note: the above two options are not applicable to Prerequisite 3B. To apply as a student under Prerequisite 3B, the Applicant must have completed a minimum of 1,680 hours of clinical scanning experience over a minimum of 12 months within the program. It is recommended that an Applicant be directly involved in a minimum of 800 diagnostic cases during his/her clinical experience in each specialty area for which he/she is applying. Clinical diagnostic settings include hospitals, clinics and private practices. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. The time frames in which the education and clinical requirements are met cannot overlap. Additionally, if the Applicant is using an ultrasound program to meet the clinical ultrasound/vascular experience then credits from the program used to meet the educational requirement cannot be transferred into the ultrasound program. This would be considered an overlap and therefore unacceptable. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement.

⁴ The mandatory Prerequisite 2 Application letter (found on [ARDMS.org/SampleLetters](https://ardms.org/sampleletters)) is valid for one year from the date of graduation. If the application and appropriate supporting documentation are not received within one year from the date of graduation, after one year of successful completion of the program, the Applicant will need new documentation verifying successful program completion, and a current, completed, signed CV form for each applied-for specialty area will be required. A letter per student is required. First-time Applicants applying under Prerequisite 2 must apply for either the Sonography Principles & Instrumentation (SPI) examination or a specialty area that is included within the programmatically accredited curriculum.

⁵ The mandatory Student Prerequisite 3B Application Letter (found on [ARDMS.org/SampleLetters](https://ardms.org/sampleletters)), is valid through the expected graduation date. If the student chooses to apply after graduation, then the Graduate Prerequisite 3B Application letter (found on } [ARDMS.org/SampleLetters](https://ardms.org/sampleletters)) and a current, completed, signed CV form for each applied-for specialty area will be required. A letter per student is required.

⁷ Official transcripts may be opened so they can be uploaded into MARDMS or MY APCA account for submission.

Note: ARDMS, in its discretion, may request from you or others information concerning matters that may be relevant to your eligibility for certification and certification status.

Documentation (MD licenses, CMEs, etc.) received in a language other than English must include a notarized translation in English and all submitted foreign degrees must be accompanied by a course by course evaluation done by a Foreign Education Transcript Evaluation Organization.

All documents, communications, and other information received by ARDMS become the property of ARDMS and will not be returned.



Student Exit Interview Form

Student Name: _____ Semester: _____

1. Exit from: Yavapai College Diagnostic Medical Sonography Certificate Program

2. Reason(s) for Exit:

Grounds for Immediate Dismissal: __Academic__ Clinical__ Misconduct__

Financial__ Health__ Personal__ Relocation__ Other: _____

3. Readmission Policy:

- Reviewed with student _____
- Copy given to student _____

4. Interview Summary:

5. Faculty Recommendation:

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