



2027 RADIOLOGIC TECHNOLOGY PROGRAM INFORMATION & APPLICATION PACKET

Students interested in the Radiologic Technology Program are admitted to the college on the same basis as other students. Admission to the college does not ensure admission into the Radiologic Technology Program. Selection into the Radiologic Technology Program is based on the following factors:



Applications can be hand delivered to the Health Science Programs' Specialist in LCC's Zetmeir Health Science Building or mailed to: LCC/Radiologic Technology, 200 S. 14th Street, Parsons, KS 67357

All applications must be completed & received by the Radiologic Technology Program no later than 4:30p.m. by the deadline date.

****APPLICATION DEADLINE: Wednesday, March 24th, 2027****

*****Applications submitted after the deadline date listed above are not accepted towards the next application year.*****

Radiologic Technology Program Admission Criteria: (feel free to use this first page as your personal checklist)

- ☐ Meet with Labette Community College's Health Science Programs' Specialist by emailing: loriw@labette.edu or emailing the radiography department at: radiography@labette.edu
- ☐ All High School (or Graduate Equivalent Degree) and College official transcripts must be received by LCC's Admissions Office <http://www.labette.edu/registrar/index.html>
- ☐ GPA of 2.50 (minimum) and successful completion of general education requirements. (refer to pg. 5)
Successful completion is defined as having earned at least a "C". *Any course(s) graded as pass/fail to be considered as successfully completed, an official transcript key will be required stating the letter grade "Passing" from the transferring institution is equivalent to a "C" or above.
****Anatomy & Physiology prerequisite course must have been completed within the last five years.****
- ☐ Submission of all application requirements & hard copy/original forms (pg.'s 10, 11, 13, 14, 15, 16, 19, 21, 24) completed and received no later than 4:30 p.m. of the application deadline date
- ☐ Clinical Observation (8-hours) with a Registered Radiologic Technologist (refer to pg.'s 6, 7, 8, 9, 10 & 11)
- ☐ Reflection Essay (refer to pg. 8)
- ☐ Letter of Intent (refer to pg. 17)
- ☐ Completion of the TEAS assessment test (refer to pg. 18)
- ☐ Two (2) references—from current or former in-person instructors or employers (refer to pg.'s 6, 19 & 21)
- ☐ Submit a criminal background check (refer to pg.'s 23 & 24) ****Criminal Background Check is for clinical placement use only. Applicants submit between Jan 1st of the application year by the application deadline date. (See further instructions for under 18 year old applicants)***

Applicant Interviews will be scheduled after the deadline date with the top 30 applicants, based solely upon their pre-interview application score. (Refer to pg. 3)

****It is the applicant's responsibility to ensure the completeness of their application. Incomplete applications are not reviewed.****

TO COMPLY WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

No copies from the student file will be released once received by the Radiologic Technology Program.
Students should keep copies of all materials submitted to the program for their personal education records.

Labette Community College's Radiologic Technology program is in alignment with the National Center for Education Statistics (NCES) CIP Code 51.0911:
Radiologic Technology/Science – Radiographer.

A program that prepares individuals, under the supervision of physicians, to provide medical imaging services to patients and attending health care professionals. Includes instruction in applied anatomy and physiology, patient positioning, radiographic technique, radiation biology, safety and emergency procedures, equipment operation and maintenance, quality assurance, patient education, and medical imaging/radiologic services management.

The Associate of Applied Science in Radiologic Technology Program is accredited by:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION PROCESS

1. Completion and submission of the application for admission to the Radiologic Technology Program by the application deadline date.
2. The student sends high school and all other college/universities official transcripts to the LCC Admissions Office in order to be applied towards a degree or certificate. Transcripts will only be accepted officially from the college/universities by mail or electronically.
3. The Radiologic Technology Program suggests students complete prerequisite coursework prior to applying for admissions to the Radiologic Technology Program. Students must successfully complete all prerequisite courses attempted with a final letter grade of C or higher or "Passing" in the case of a pass/fail course prior to **May 22, 2027**. Any course(s) graded as passing, an official transcript key will be required from the transferring institution stating the letter grade is equivalent to a "C" or above.
4. Labette Community College's Radiologic Technology Program will carefully evaluate applicant's existing knowledge base in subject areas such as Mathematics and Science.
5. The student will schedule and take the TEAS entrance examination.
6. Reference forms are to be mailed to the Radiologic Technology Program by the Reference and it is the responsibility of the student to ensure all required reference forms have been received in the Radiologic Technology Program. References need to initial the outside of their sealed envelope before putting it in the mail.
7. The student will observe a Radiology Department in one of the affiliated hospitals and they will have an interview with the clinical preceptor. The interview will include an evaluation of the prospective student's technical skills. The student will also interview a Registered Radiologic Technologist in this department. This may be the clinical preceptor or another staff technologist. Students must meet hospital regulations regarding appropriate dress, tattoos and body piercings.
8. The student will write/type a two-page reflection essay regarding their interview with a Registered Radiologic Technologist and their observation in the radiology department.
9. The student's file will be reviewed by the program officials for completion and objective evaluation.
10. The student must submit to a criminal background check. The incurred cost of the background check will be the Applicant's responsibility.
*Background checks are used for clinical placement only but are part of the application.
11. The interview for applicants with satisfactory scores in the above criteria along with a completed application being received by the deadline date will be scheduled after the application deadline with the top 30 eligible applicants.
12. Before final consideration is given to a student's application for admission, the student must submit a completed physical examination form (including immunization records). This form indicates that the prospective student has the following functional abilities necessary to qualify for entry into LCC's Radiologic Technology Program and the Health Care environment. According to the nature of the work required in the Radiologic Technology Program, the applicant must be able to:
 - Critical thinking ability sufficient for clinical judgment; including sufficient intellectual functioning and emotional stability to plan and implement care for clients. (Analytical reasoning to solve problems and process information from multiple sources.)
 - Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. (Adapt to changing environment/stress.)
 - Lift up to 50 pounds and carry up to 25 pounds frequently, but occasionally may exceed these limits.
 - Stoop, stand, kneel, crouch and/or crawl at appropriate times as needed.
 - Ability to sit for long periods of time in a classroom environment.
 - Push or pull with hands and arms as needed.
 - Stand and/or walk, as the job requires in the performance of duties.
 - Manual dexterity with the ability to handle small objects and to perceive size, shape, temperature or texture.
 - Visual acuity required to assess client's condition, to evaluate test results, to discriminate between colors, and to maintain a safe environment.
 - Communicate both verbally and in writing, in order to respond to clients, families, and the members of the health care team. Read, interpret, and record clinical data appropriately.
 - Communicate, both verbally and in writing, as necessary to complete theory assignments such as, but not limited to test-taking, and giving oral reports.
 - Read and understand written documentation.
 - Hear accurately to perform Radiography skills and techniques needed to gather information relevant to the client's care. (Hear faint voices and body sounds such as blood pressure/breath sounds, etc.)
13. Students will then receive notification of acceptance or non-acceptance.
14. Sign Conditions of Acceptance.
To Complete the application for the American Registry of Radiologic Technologists Examination, the Question, **"have you ever been convicted of a felony or misdemeanor"** Yes___ No___, must be asked and answered. **Falsification of information is grounds for dismissal from the program.** (NOTE: A conviction of, a plea of guilty to, or a plea of nolo contendere to an offense constitutes a conviction for A.R.R.T. purposes. Also note that some traffic violations are considered a misdemeanor; speeding, seatbelt, etc.)
If you answered "YES", provide explanation and official documentation. If, at any time during your attendance in the program the answer changes to "YES", it is your responsibility to inform the Program Director immediately.
15. Obtain American Heart Association Healthcare Provider C.P.R. (BLS or ACLS) certification upon entering the program and prior to July 1st. Course must be a hands-on, on ground course. No online courses will be accepted.
***Note: A BLS/CPR course will be offered on LCC's Main Campus during the Summer Semester scheduled through the Health Science Programs' Specialist for the Radiologic Technology Program Students to complete this requirement.**

RADIOLOGIC TECHNOLOGY PROGRAM APPLICANT SELECTION CRITERIA



Each of LCC's 2027 Radiologic Technology Program Application components shown below are assigned a score. The Applicant Selection Criteria components are calculated to provide an overall application score for each applicant. Those who have a completed program application file received by the Radiologic Technology Program no later than 4:30p.m. of the application deadline date along with meeting the program applicant requirements as stated within the current application, will be reviewed by the Radiologic Technology Program Department after the application deadline date has passed.

Applicant Selection Criteria Points Possible = 136 (Pre-Interview)

TEAS Exam Overall Score		TEAS Exam Score Points	
100-77%		10	
76-73%		9	
72-69%		8	
68-64%		7	
63-59%		6	
58-57%		5	
56-55%		4	
54-53%		3	
52-51%		2	
50% & below		1	
TEAS EXAM SCIENCE SECTION SCORE Earn additional point(s) if the Science Section score on your TEAS Exam results equals 50% or greater.		21 Total Grade Points Possible	
		*Earn 1 additional point with a final grade of a B or higher in A&P	
		*The most recent completed course grade shown on the applicants official transcript is what will be figured for the application GPA. In order to earn grade points towards the application score, the prerequisite course(s) must be successfully completed with a final grade of C or above must show on their official transcript prior to the application deadline date.	
		50 - 54.9% = 1 55 - 59.9% = 2	
		60 - 64.9% = 3 65 - 69.9% = 4	
70% & higher = 5			

Pre-Requisite Course Work	Pre-Requisite Final Grade Points (Each)
English Comp I	A = 4 points
College Algebra	B = 3 points
Comp II OR Speech	C = 2 points
Gen OR Dev Psych	
Anatomy & Physiology (5 credit hour)	
A & P completed within last 5 yrs	

Averaged Reference (2) Scores	Reference Scores Points
100-96%	5
95-91%	4
90-86%	3
85-81%	2
80-76%	1

Clinical Observation Score	Clinical Observation Score Points
100-96%	5
95-91%	4
90-86%	3
85-81%	2
80-76%	1

Letter of Intent Essay Score
45 Points Possible

Clinical Reflection Essay Professional Review Score
45 Points Possible

*The TOP 30 eligible applicants (based solely off of their overall individual application score) with a complete application file as well as meet the Radiologic Technology Program applicant requirements as stated within the application, will be scheduled for an interview after the application deadline. Each interviewed applicant will be given the opportunity to obtain up to an additional 60 possible application points during their Radiologic Technology Program Applicant Interview.	
<i>*Post-Interview Application Points Possible = 196*</i>	

Prior to applicant interviews, each program application file review consists of:

- ✓ Review of official high school and college transcripts
- ✓ Application GPA 2.5 minimum (figured solely on the successfully completed program prerequisite courses as of the application deadline date)
- ✓ TEAS Exam results
- ✓ All program application forms
- ✓ Reference Forms (2)
- ✓ Clinical Observation Form
- ✓ Clinical Observation Statement of Confidentiality Form
- ✓ Letter of Intent Essay (is read and scored by each program department member)
- ✓ Clinical Reflection Essay (is read and scored by each program department member)
- ✓ Completed Criminal Background Check (used to fulfill clinical placement requirement)

After all applicant files have been reviewed, selection criteria points earned are totaled for each individual applicant, overall application score totals are then sorted from greatest to least to determine the top 30 applicants who will be called by the Health Science Programs' Specialist to schedule their interview. Those whose Applicant Selection Criteria (Pre-Interview) Score falls below the top 30 overall application scores will also be notified they will not be interviewed, nor considered for a program seat this application year.

COMMON QUESTIONS ABOUT THE RADIOLOGIC TECHNOLOGY PROGRAM

1. How long is the Radiologic Technology Program and what are the hours?

It is a 23-month program, beginning in June of each year. Students attend clinical and /or classes year-round (Summer included). The first summer you will be in the classroom Monday through Thursday. Starting in the Fall Semester of your first year you will be at the Clinical Education Center two days a week for 10 hours each day, and you will have classes at LCC the other two days a week. This schedule will last throughout the program.

2. How much does it cost?

The approximate cost for the 23-month curriculum is \$16,300 - \$16,500 for in-state tuition and fees, and out of state tuition and fees will be approximately \$17,600-\$17,900. Textbooks for the program will cost approximately \$1000.00 for the first year and approximately \$650.00 for the second year. You will also need to purchase uniforms for the program in which an amount to cover the expense of 2 tops, 2 pants and 1 jacket are included in the Radiologic Technology Program Student Course Fee's. Extra program uniform pieces may be purchased but are an additional financial responsibility of the program student. There will also be expenses for traveling to and from LCC and to and from the Clinical Education Centers.

3. How much money does a Radiologic Technologist make?

Approximately \$64,810 - \$83,840 a year for a new graduate. Salaries will vary based upon geographical location and with modality training.

4. Can I work while enrolled in the program?

Students are encouraged **NOT** to work due to the tremendous work load (clinical/course work) during the first year. If a student must work they are encouraged to limit employment to a part-time basis.

5. Are there any degree pre-requisites that need to be completed before starting the program?

Yes, they are English Comp I or English Comp I with Review; English Comp II **or** Public Speaking; General **or** Developmental Psychology; College Algebra or College Algebra with Review or higher math; and Anatomy & Physiology (5 credit hour). Anatomy & Physiology must have been completed within the last 5 years. ****We strongly suggest completing prerequisites prior to the application deadline date. Students must successfully complete all prerequisite courses attempted with a final letter grade of C or higher prior to May 22, 2027.**** Any course(s) graded as passing, an official transcript key will be required from the transferring institution stating the letter grade is equivalent to a "C" or above.

6. If I'm accepted into LCC's Radiologic Technology Program, are there any contingencies I need to be aware of?

Yes, applicants who are offered a seat in the program is contingent upon the following requirements:

- All general education courses attempted that satisfy the Associate in Applied Science Radiologic Technology Degree requirements must be completed by May 22, 2027 showing a final letter grade of C or above on their official transcript(s).
- A BLS/CPR course for healthcare providers will be offered for accepted program students on LCC's Main Campus during the Summer Semester for Health Science Program Students to complete the BLS/CPR Certification requirement. *Online CPR certification will not be accepted.
- Satisfactory physical evaluation conducted by a physician *with the specific physical/health record forms provided upon acceptance by the Health Science Programs' Specialist*, that includes up to date immunization records to permit students in the clinical area for patient safety showing: 2-step TB skin test or TB blood test results (updated annually), MMR(2) or Titer, Varicella(2) or Titer, Tetanus (within 10 years), Hep B (series of 3) or Hep B Waiver on file, 10 Panel Drug Screen (for clinical placement and the random drug screen forms will be provided to program student by the Health Science Programs' Specialist). Proof of current medical insurance along with other requirements or vaccinations the specific clinical site requires which may include but are not limited to, Flu (annually) and/or Covid-19 (Medical or Religious exemption/declination may vary specific to the clinical site requirements).

7. How can I best prepare to be successful for this program?

- a. Be prepared to devote a lot of time to your studies and clinical training.
- b. Be prepared to travel to designated clinical sites every semester. We are affiliated with 19 clinical education centers located throughout Southeast Kansas, Northeast Oklahoma and Western Missouri. Students are assigned to a new clinical site each Summer Semester during the 23- month training period.
- c. Transportation is very important. Be prepared to have means of reliable transportation to and from clinical sites/ classes.
- d. Be prepared to have a budget outlined for various expenses (tuition, uniforms, liability insurance, liability insurance, transportation, computer, books, graduation).

RADIOLOGIC TECHNOLOGY PROGRAM CURRICULUM

The Radiologic Technology Program

Pre-Requisite Courses are:

Credit Hours are:

BIOL 130	Anatomy & Physiology*	5
ENGL 101 or 103	English Comp I <u>or</u> English Comp I with Review	3
ENGL 102	English Comp II	3
<u>or</u> COMM 101	Public Speaking	3
MATH 115 or 114	College Algebra <u>or</u> College Algebra with Review	3
PSYC 101	General Psychology	
<u>or</u> PSYC 201	Developmental Psychology	3
TOTAL GENERAL EDUCATION CREDIT HOURS		17 hours

*Anatomy & Physiology must be completed within the last 5 years.

Concentration Requirements

Freshman – Summer Semester

RADI 101	Intro to Radiography, Ethics & Law	2
RADI 103	Radiographic Procedures I	1
RADI 107	Radiographic Imaging I	1
RADI 109	Patient Care in Radiography I	2

Freshman – Fall Semester

RADI 104	Radiographic Procedures II	3
RADI 113	Simulations in Radiography I	1
RADI 115	Patient Care in Radiography II	3
RADI 117	Radiographic Imaging II	3
RADI 119	Clinical Training I	3

Freshman – Spring Semester

RADI 105	Radiographic Procedures III	3
RADI 120	Clinical Training II	3
RADI 125	Principles of Physics and Equipment Operation	3
RADI 127	Intro to CT and Cross Sectional Anatomy	2
RADI 214	Simulations in Radiography II	1

Sophomore – Summer Semester

RADI 201	Imaging Modalities (Online)	3
RADI 203	Clinical Training III	3

Sophomore – Fall Semester

RADI 204	Clinical Training IV	3
RADI 207	Radiographic Imaging III	3
RADI 211	CT Procedures	2
RADI 213	Radiographic Pathophysiology	2
RADI 217	Radiation Protection I	2

Sophomore – Spring Semester

RADI 205	Clinical Training V	3
RADI 218	Radiation Protection II	2
RADI 219	Image Analysis	2
RADI 221	Radiography Comprehensive Review	2
RADI 223	Critical Thinking & Analysis in Radiography	3

TOTAL RADIOLOGIC TECHNOLOGY PROGRAM CREDIT HOURS 61 hours

TOTAL PROGRAM CREDIT HOURS 78 hours



Celebrating 11 Consecutive Years

100% Pass Rate

ARRT EXAMINATION

The Radiologic Technology Programs Grading Scale

Rev. 5/2023

100% - 94.5% = A

94.49% - 87.5% = B

87.49% - 81.5% = C

81.49% - 74.5% = D

74.49% & below = F

NOTE: To graduate, radiologic technology students must maintain a grade of "C" (87.49% - 81.5%) or higher in all their major and related courses and maintain a GPA of 2.0 or higher.



RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION

Completing all Application requirements, Reference Forms & Clinical Observation Forms

The applicant may complete the application requirements in whichever order they choose, although it is highly recommended they schedule and complete their 8-hour clinical observation before covering the expense of either the TEAS exam &/or Criminal Background Check. Regarding the Criminal Background Check, wait to submit this requirement after January 1st and no later than the application deadline date of the year in which the application is due.

Legibly complete all application forms with either a blue or black ink pen (not in pencil). All application forms must be for the current application period using the correct upcoming application year form(s). The applicant is responsible for providing a self-addressed and stamped envelope to the person(s) they are giving their Reference &/or Clinical Observation form(s) to along with legibly writing their first and last name on each form. It is also suggested to mention the applications deadline date to each Reference and RT(R) so they are aware of when it must be received no later than. **Reference and clinical observation forms submitted without the applicants name and/or the appropriate signatures will be discarded.**

All Reference Forms and Clinical Observation Record Forms must be completed confidentially, returned to LCC's Radiologic Technology Program in a confidentially sealed and initialed envelope by the Reference(s) or the RT(R)/Clinical Preceptor who completes the form, *not the student*. It is the applicants responsibility to submit the correct/current year application forms to their reference(s) as well as to the RT(R) they observe during their 8-hour clinical observation day. **Outdated application forms received will not be accepted and it is the applicants responsibility to provide the correct/current application year form(s) to their reference(s) &/or the RT(R) they observed in the event they had given them the incorrect form(s).**

The Clinical Observation Confidentiality Form is to be completed at the beginning of their observation with the RT(R) they're observing be returned to the Radiologic Technology Program *by the applicant*.

References that wish to include a written recommendation letter (*although a separate letter is not required*) may send it inside the sealed and initialed envelope they submit for the applicant along with the required confidentially completed Radiologic Technology Program Application Prospective Student Reference Form.

It is the applicant's responsibility to read, understand, print and take all required/necessary form(s) to their reference(s) as well as with them to their clinical observation to provide for the RT(R), Registered Radiologic Technologist. It is also the responsibility of the applicant to ensure that all required reference forms and clinical observation forms have their first and last name legibly printed in the appropriate application form spaces provided so the Health Science Programs' Specialist knows which applicant(s) file they belong to. It is the responsibility of the applicant to ensure that all required reference and clinical observation forms have been received by the Health Science Programs' Specialist.

Make sure your references *and* the observed Registered Radiologic Technologist/Clinical Preceptor who are confidentially completing the application form(s) you've provided them are each aware of your Radiologic Technology Program Application deadline date as well as ask them to initial their sealed envelope before putting it in the mail.

Please be respectful of their part by providing them with a self-addressed & stamped envelope addressed to:
LCC / Radiologic Technology 200 S. 14th Street, Parsons, KS 67357

Reference Forms or Observation forms delivered or mailed by the student that are not in a sealed envelope initialed by the Reference or Clinical Preceptor, will not be accepted for the application.



2027 RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION

Clinical Observation Site Availability & Requirements List

Clinical Observations are a required, application component due by the application deadline date, consisting of shadowing 8 hours in length and scheduled on a weekday from 8am - 4pm within a hospital's radiology department. It is highly recommended to schedule an observation with one of LCC's Radiologic Technology Program Affiliated Facilities, but applicants may schedule their Clinical Observation within a Radiology Department at a hospital not listed below with the understanding of the following:

- The applicant is responsible for meeting all scheduling requirements through their chosen facility
- The applicant is responsible for ensuring the radiology department within that hospital agrees to allow the applicant to complete an 8 hour clinical observation.
- The applicant verifies the hospital's Radiology Department agrees a Registered Radiologic Technologist will be observed and that RT(R) will complete the required Clinical Observation Record as well as sign the Clinical Observation Confidentiality Form provided within this application packet.

Scheduling a clinical observation date can be a lengthy process and may take up to, but is not limited to, 2-3 weeks advanced notice. It is highly recommended to schedule Clinical Observations as soon as possible by emailing LCC's radiography department at Radiography@labette.edu. The following hospitals affiliated with LCC's Radiologic Technology Program currently allow one person to observe at a time during their scheduled clinical observation day and may have specific weekdays for observations, may have immunization requirements and/or specific documents to be completed per their facilities observation/shadowing policy's. *The availability, day(s)/date(s), and/or requirements are determined by the individual site(s) and are subject to change per the clinical site(s) decision(s) at any time.*

See the facilities location & information listed below in order to schedule your clinical observation:

Bartlesville: Monday's - Friday's; Signed sites HIPAA Form, Flu vaccine (Nov-Mar of current year).

Carthage: Monday's - Friday's; Flu shot (Oct-Mar of current year). Email Lori to receive a Clinical Preceptor name you'll need prior to completing the Shadow/Observe option through this link: www.Mercy.Net/Students

Chanute: Tuesdays, Wednesdays or Thursdays only

Coffeyville: Wednesdays; Requires a valid photo ID, Orientation with HR upon arrival and a Drug screening completed morning of the job shadow/observation at the facility

Fredonia: Thursday's or 1st Tuesday of each month, Completed Fredonia Regional Hospital Clinical Experience Application Approval Form, Confidentiality Agreement, Negative TB skin test, History of Chicken Pox or Varicella Vaccine or positive Titer, 2 MMR or positive Titer & Flu vaccine (Oct-Mar of current year).

Girard: Monday's – Thursdays; Flu vaccine (Oct-Mar of current year), Covid vaccine (either 1 step Johnson & Johnson or the completed 2 step of either Pfizer or Moderna).

Grove/Miami: Integris requires their Clinical Observation Application/Packet to be completed by the applicant and sent to them. Scheduling is done through Integris by following the instructions within their packet available through this link <https://integrisok.com/careers/career-development/student-education/integris-student-shadowing-program>

Joplin: Monday's - Friday's; Flu shot (Oct-Mar of current year). Email Lori to receive a Clinical Preceptor name you'll need prior to completing the Shadow/Observe option through this link: www.Mercy.Net/Students

Nevada: Monday's – Friday's; Negative TB Skin Test, Covid vaccine, Flu vaccine (Oct-Mar of current year), Completed Job Shadow Packet to be completed by the applicant, sent to the site and then will be scheduled through the site. Job Shadow Packet will be sent in an email attachment upon applicants request.

Parsons: Monday's - Thursdays only

Pittsburg: Monday's - Friday's; Flu shot (Oct-Mar of current year). Email Lori to receive a Clinical Preceptor name you'll need prior to completing the Shadow/Observe option through this link: www.Mercy.Net/Students



RADIOLOGIC TECHNOLOGY PROGRAM

Observation with an RT(R) and Reflection Essay

Applicants must conduct an 8-hour observation in the imaging department of one of the affiliated hospitals. The Clinical Preceptor at the facility will assign the applicant to a Registered Radiologic Technologist whom the applicant will observe during a designated time period. The 8-hour observation day will allow the applicant the opportunity to gain insight into their future career as a Radiologic Technologist by observing and asking the RT(R) questions pertaining to this career field.

After an applicant has completed their 8-hour observation day, they are required to submit a typed essay reflecting on their clinical observation day and professionally related questions they asked the RT(R) during their observation. The Reflection Essay should be no less than two pages in length, 12-point font, double spaced in Times New Roman in a professional essay format of their choice.

Applicants should address the following questions in their essay:

- Are you convinced that Radiologic Technology is the field for you?
- Do you see Radiologic Technology as an avenue into another field?
- What areas affected you most?

(Do not limit your responses to these questions)

Suggested Questions for the Applicant to ask the Registered Radiologic Technologist

1. What led you to consider medical imaging as a career?
2. What aspect of your educational program did you find most challenging? How did you overcome it?
3. Tell me about somebody you considered to be a role model for the profession and what is it about that person?
4. What was the most surprising thing about your first Registered Technologist job?
5. What is the best and the worst part of your job?
6. In what professional role do you see yourself in five years? 15 years?
7. What is the best advice you have for someone that is entering the profession? The worst?
8. What do you wish somebody had told you before finding it out for yourself?
9. What one piece of advice would you give somebody entering the profession today?
10. How much of your work do you do on your own? As part of a team?
11. Describe how changing technology has impacted your ability to stay technically competent and the steps you have taken to "keep up".
12. If you were able to do it all over again, would you choose the same career path?



RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Observation Etiquette

The Clinical Observations are designed to give the prospective program student an in-depth look at the operations of area Radiology Departments on a day-to-day basis. These visits will also allow the prospective program student to ask any question about the profession.

The prospective program student observes in a radiology department in one of the affiliated hospitals and provides the applicant the opportunity to interview with the clinical preceptor at the facility. The interview will include evaluation of the prospective program student's technical skills. **Program applicants must meet hospital regulations regarding appropriate dress, tattoos and body piercings.** During the observation, the student will interview a Registered Radiologic Technologist using the questions provided as well as allow them to ask any additional questions they may have during their clinical observation. The student will write a reflection paper based on their interview and observation in the department.

The visits are scheduled on a weekday from 8am - 4pm. The student can choose from *almost* any of the clinical sites listed on the Clinical Education Center Preference List included in the packet. Some clinical sites do not allow observations/shadowing, or have very strict regulations regarding observations/shadowing and cannot be used. Please review the Clinical Observation Site Requirements List provided in this application packet. **Scheduling an observation can be a lengthy process and it is highly recommended to schedule Clinical Observations as soon as possible** by emailing the radiography department at Radiography@labette.edu.

General guidelines for a successful clinical observation experience:

Business casual attire is required—

- Khaki pants or dress slacks (clean and pressed); shirt or blouse (clean and pressed); closed toe shoes (clean)
- No jeans, flannel, ripped clothing, open toe shoes, shorts, hats or shirts with writing on them
- All clothing must fit properly without exposure of any inappropriate body part (even when bending over)
- Demonstrate good hygiene practices with long hair pulled back and well groomed facial hair
- Cover tattoo(s), remove piercing(s), no facial/body stickers
- Conservative earrings/jewelry
- No perfume

Courtesy to the staff is required—

- You are a guest in their facility, act accordingly
- Be engaged in the process
- No cell phone usage during observation hours
- Be on time
- Be prepared
 - Print both clinical observation application pages prior to your arrival and bring with you
 - Provide a self-addressed and stamped envelope addressed to: LCC Radiologic Technology, 200 S. 14th St., Parsons, KS 67357 and place appropriate postage on the envelope prior to arrival.
 - Have your questions in mind to discuss with the RT(R) during your observation
- Display a positive attitude
- Ask questions in a sensitive manner
- Thank the staff for their time

2027 RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION

Clinical Observation Record

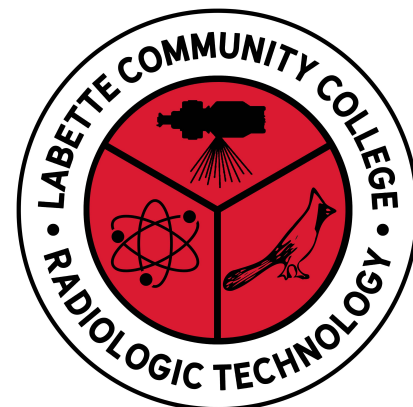
Applicant Name: _____ Date: _____

Hospital's Radiology Department Observed: _____

City and State of this facility's location: _____

Each of these questions must be marked with a clear YES or NO answer	YES	NO
WAS THE APPLICANT:		
Punctual - arrived no later than 8am?		
Prepared - provided observation form?		
Prepared - provided observation confidentiality form?		
Prepared - brought a self-addressed/stamped envelope?		
Prepared - asked the suggested RT(R) interview questions?		
Present in medical imaging department from 8AM-4PM ?		
Physically able to perform the job?		
Appropriately dressed?		
Phone usage - were they on their phone during the observation?		

Application Deadline Date:
March 24th, 2027 by 4:30PM



Each of the following questions must be marked with a clear answer	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
WAS THE APPLICANT:					
Engaging?					
An effective communicator?					
Positive and upbeat?					
Attentive throughout their 8-hour observation day?					
Willing and eager to learn?					
Emotionally Stable?					
Sure of career choice?					
Knowledgeable of medical imaging and career expectations?					

Would you recommend this applicant for your clinical site as a program student upon acceptance? <i>Mark a clear answer along with providing a written explanation below</i>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

***REQUIRED:** Please explain why you would or would not recommend this applicant for your site:

Observed RT(R)'s Printed Name

Observed RT(R)'s Signature & Credentials

Observation Date

2027 RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION

Clinical Observation Confidentiality Form



Statement of Confidentiality

I, the undersigned, as a prospective student of the Radiologic Technology Program at Labette Community College, understand that I am assigned to the Imaging Department of

Observation Facility Name and Location (City and State)

for observation and that all information concerning patients is to be treated as "confidential". Patient information is NOT to be discussed with anyone outside the confines of the Imaging Department. I understand that disregard for the above statements or any violation on my part will jeopardize my acceptance into LCC's Radiologic Technology Program.

Applicant Name: _____ (legibly printed First and Last name)

Applicant Signature: _____ Date: _____

I, the undersigned RT(R), witnessed the Radiologic Technology Program applicant's acknowledgment and signature of their Statement of Confidentiality for their clinical observation at this facility today. I agree to submit the completed Clinical Observation Form, sealed in an envelope and initialed on the back by the current application year deadline to:
LCC/Radiologic Technology Program, 200 S. 14th, Parsons, KS 67357

RT(R) Name: _____ (printed)

RT(R) Signature: _____ Date: _____

Application Deadline Date: March 24th, 2027 by 4:30PM

This Statement of Confidentiality is to be returned to LCC's Radiologic Technology Program by the prospective program student.

Applicant Name _____

Last	First	Middle	Maiden
------	-------	--------	--------

Date of Birth	SS#	LCC ID#
---------------	-----	---------

Mailing Address				
Physical Street & if applicable list P.O. Box	City	State	Zip	

Home Phone # _____ Cell Phone # _____

LCC Student E-Mail Address

Alternate Personal E-mail Address

Name _____ Relationship _____

_____ Phone _____

Street **City** **State** **Zip**

Name _____	Relationship _____
------------	--------------------

Street _____ City _____ State _____ Zip _____ Phone _____

High School: _____

Name	City	State
------	------	-------

[illegible]

Name	City	State
------	------	-------

Name	City	State
------	------	-------

Please indicate the final grade(s) you received in the Pre-Requisite Courses: (*NOTE: A&P must be within the last 5 years)

English Comp I (3 cr hr) or English Comp I with Review (5 cr hr) _____; Anatomy & Physiology (5 cr hr) _____;

College Algebra (3 cr hr) or College Algebra with Review (5 cr hr) _____ ; English Comp II or Public Speaking (3 cr hr) _____ ;

General Psychology or Developmental Psychology (3 cr hr) *If you are currently enrolled in a pre-req, write the semester and year in which you will have it completed.*

Signature _____ Date _____

Labette Community College is an equal opportunity employer and equal access institution. Accordingly, the College admits students, grants financial aid and institutional scholarships, conducts all educational programs, activities, and employment practices without regard to an individual's race, color, religion, ethnic or national origin, ancestry, age, sex, gender identity, sexual orientation, marital status, genetic information, disability or military and veteran status in accordance with Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973 and all other applicable civil rights and nondiscrimination laws. Inquiries should be directed to the Director Human Resources or the Vice President of Student Affairs at Labette Community College, 200 South 14th Street, Parsons, KS 67357, Telephone: (620) 421-6700, Email to: hr@labette.edu and titleix@labette.edu

2027 RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION



WORK EXPERIENCE (within the last ten years)

Employment Dates

Type of Work	Name of Employer	Location	From	To	Reason for Leaving

Have you ever been cited for Academic Dishonesty? ☐ YES ☐ NO If yes, explain:

Have you ever had a history, charge or conviction of a misdemeanor or felony? ☐ YES ☐ NO If yes, explain:

If you answered "yes" to the question immediately above, you must submit official documentation of the disposition of charges. This must be received by the Radiologic Technology Program prior to the application deadline. Also note that some traffic violations are considered a misdemeanor; speeding tickets, seatbelt, or parking tickets, etc.) Be advised that any adverse results from a background check may disqualify you from admittance to some of the program's clinical sites, which is a required portion of the program curriculum. Successful completion of all program requirements will be required before the ARRT Certificate of Completion from LCC Radiologic Technology Program may be granted.

IF YOU ANSWERED "NO" AND YOUR BACKGROUND SHOWS ANYTHING OTHER THAN "CLEAR", OR YOU ANSWERED "YES" AND OFFICIAL DOCUMENTATION WAS NOT RECEIVED PRIOR TO THE APPLICATION DEADLINE, THIS APPLICATION WILL BE WITHDRAWN FROM THE APPLICANT POOL

I verify that I understand it is my responsibility to contact Gale Brown, Radiologic Technology Program Director, to discuss any adverse results found (or not found) from a background check that might prevent me from obtaining certification.

I certify that all information contained in this application is true and correct to the best of my knowledge.

Signature: _____ Date: _____

A statement of race and financial status is used only for the statistical information required on state and federal forms. Applicants are advised that disclosure of their social security number, date of birth, and information regarding conviction of crimes/infractions is required information for certification requirements as set forth by American Registry of Radiologic Technologists and not used to determine a student's eligibility for the Radiologic Technology Program.

Labette Community College is an equal opportunity employer and equal access institution. Accordingly, the College admits students, grants financial aid and institutional scholarships, conducts all educational programs, activities, and employment practices without regard to an individual's race, color, religion, ethnic or national origin, ancestry, age, sex, gender identity, sexual orientation, marital status, genetic information, disability or military and veteran status in accordance with Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973 and all other applicable civil rights and nondiscrimination laws. Inquiries should be directed to the Director Human Resources or the Vice President of Student Affairs at Labette Community College, 200 South 14th Street, Parsons, KS 67357, Telephone: (620) 421-6700, Email to: hr@labette.edu and titleix@labette.edu



2027 RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION

Upon Acceptance Requirements Acknowledgement Form

I, _____ (Applicant First & Last Name) acknowledge I have thoroughly read and understand the information and/or requirements stated within the current Radiologic Technology Program Application. I certify that all the information contained in this application is true and correct to the best of my knowledge. If any information contained herein is found to have been falsified, this application will be withdrawn and the applicant will be withdrawn from the application process.

I further understand that ***upon acceptance, should I choose to accept the offered seat*** in the upcoming Radiologic Technology Program Class of 2029, the following items are required, must be completed as well as received by LCC's Health Science Programs' Specialist by the due dates specified in the applicant's Radiologic Technology Program's Acceptance Letter. ***DO NOT SUBMIT A PHYSICAL OR IMMUNIZATION RECORDS AT THIS TIME UNLESS REQUIRED FOR A CLINICAL OBSERVATION**

- 1) All general education courses that satisfy the Associate in Applied Science in Radiologic Technology Degree requirements must be completed by May 22, 2027.
- 2) All High School (or Graduate Equivalent Degree) and College official transcripts must be received by LCC's Admissions Office <http://www.labette.edu/registrar/index.html> showing all Radiologic Technology Program General Education Pre-Requisite Courses **attempted and most recently** have been completed with a successful completion grade earning at least a "C".
- 3) An overall GPA of 2.50 (minimum) figured with the completed Radiologic Technology Program Pre-Requisite General Education requirements are required to be upheld and completed by May 22, 2027.
***Anatomy & Physiology 5 credit hour prerequisite course must have been completed within the last five years.**
- 4) A BLS/CPR course will be offered on LCC's Main Campus during the first Summer Semester as a current and valid BLS/CPR certification for healthcare providers acquired through the American Heart Association is a clinical requirement. This requirement must be completed through an in person certification course prior to being able to begin a clinical rotation within Labette Community College's Radiologic Technology Program. The cost of this certification is the students financial responsibility. **Online CPR certification will not be accepted.**
- 5) Accepted applicants will receive the required LCC physical evaluation/health record forms in their official acceptance letter packet. A satisfactory physical evaluation conducted by a physician/healthcare provider, that includes up to date immunization records to permit students in the clinical area for patient safety showing: 2-step TB skin test or TB blood test results (updated annually), MMR(2) or Titer, Varicella(2) or Titer, Tetanus (within 10 years), Hep B (series of 3) or Hep B Waiver on file, 10 Panel Drug Screen (for clinical placement and the specific random drug screen forms will be provided to program student by the Health Science Programs' Specialist). Proof of current medical insurance along with other requirements or vaccinations the specific clinical site requires which may include but are not limited to, Flu (annually) and/or Covid-19 (Medical or Religious exemption/declination may vary specific to the clinical site requirements).
 - The cost of a physical, immunization(s) and/or certifications is the students financial responsibility. The applicants physician/healthcare provider must complete and sign each of the required forms as well as provide copies of immunization records/documents.
 - For clinical placement, the drug screen fee is included in the Radiologic Technology Program Student Course Fee's. The program student will be notified prior to attending clinical when they are to complete their drug screen through Labette Health's 1902 U.S. 59, Parsons, KS 67357 location. Drug Screen's completed outside of the Parsons Labette Health location on the specified scheduled date will not be accepted nor covered under their Radiologic Technology Program Student Fee's.

Applicant Signature: _____ Date: _____



2027 RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION

UPON ACCEPTANCE CLINICAL SITE PLACEMENT

REQUEST FORM

Applicant Name: _____ Residence: _____ CITY, STATE

The choices for clinical placement will consist of the following Clinical Sites:

Clinical Site	Location	Total Capacity
Ascension St. John -Jane Phillips Hospital	Bartlesville, OK	3
Ascension St. John -Jane Phillips Imaging Center	Bartlesville, OK	1
Coffeyville Regional Medical Center	Coffeyville, KS	2
Cox Barton County Hospital	Lamar, MO	1
Fredonia Regional Hospital	Fredonia, KS	2
Girard Medical Center	Girard, KS	2
INTEGRIS Miami Hospital	Miami, OK	2
INTEGRIS Grove Hospital	Grove, OK	2
Labette Health	Parsons, KS	4
Labette Health Independence HOPD	Independence, KS	1
Mercy Hospital	Carthage, MO	2
Mercy Speciality Hospital of SE KS & Clinic	Galena, KS	2
Mercy Clinic Podiatry	Joplin, MO	1
Mercy Orthopedics Walk-in Care - S. Range Line	Joplin, MO	1
Mercy Hospital	Joplin, MO	3
Mercy Hospital	Pittsburg, KS	3
Neosho Memorial Regional Medical Center	Chanute, KS	2
Nevada Regional Medical Center	Nevada, MO	2
St. Francis Hospital of Vinita	Vinita, OK	2

Please list your first three (3) preferences of which clinical site you'd prefer to be considered for your 1st year clinical placement assignment. **this is not for the applicants clinical observation site choice**

1. _____
2. _____
3. _____

If there is anything that makes it necessary that you have your 1st choice, please let us know below:



RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION

Letter of Intent

LETTER OF INTENT INSTRUCTIONS

The applicant must submit a Letter of Intent to the attention of the Radiologic Technology Program Director. The letter should be no less than one page in length, 12-point, Times New Roman font and double spaced in a professional essay format of their choice. The Letter of Intent should state why the applicant wishes to be admitted into the Radiologic Technology Program at Labette Community College. Please feel free to add any additional information you like to make your Letter of Intent personable to you. Use this as an opportunity to personalize your Letter of Intent to stand out from other applicants for this program.

You may submit your Letter of Intent by the application deadline date via email as long as it is received as an attached document (Word, PDF or Google Doc is acceptable as long as you make sure to give loriw@labette.edu permission to view and print your document) or you can send your Letter of Intent by postal service, addressing it to:

Labette Community College
ATTN: Radiologic Technology Program Director
200 S. 14th Street
Parsons, KS 67357

*NOTE: If you submit your Letter of Intent by email, please know that once the Health Science Programs' Specialist has received your email and been able to successfully print your Letter of Intent, you will receive a confirmation email response letting you know it has been received, printed and added to your applicant file. If you do not receive a confirmation email response within 2 business days following LCC's Campus regular hours of operation that your Letter of Intent has been received, please resend your Letter of Intent to radiography@labette.edu.

Thursday, November 5, 2026	9:00 AM - 1:00 PM	
Thursday, November 19, 2026	9:00 AM - 1:00 PM	
Thursday, December 3, 2026	10:00 AM - 2:00 PM	
Thursday, December 10, 2026	11:00 AM - 3:00 PM	
Thursday, January 14, 2027	9:00 AM - 1:00 PM	
Thursday, January 28, 2027	9:00 AM - 1:00 PM	
Thursday, February 4, 2027	10:00 AM - 2:00 PM	
Thursday, February 11, 2027	11:00 AM - 3:00 PM	
Thursday, February 18, 2027	11:00 AM - 3:00 PM	
Thursday, February 25, 2027	9:00 AM - 1:00 PM	
Monday, March 1, 2027	11:00 AM - 3:00 PM	*LAST CHANCE FOR NURSING
Monday, March 8, 2027	11:00 AM - 3:00 PM	*LAST CHANCE FOR RADIOLOGIC TECHNOLOGY
Thursday, May 27, 2027	9:00 AM - 1:00 PM	
Monday, June 7, 2027	9:00 AM - 1:00 PM	*LAST CHANCE FOR RESPIRATORY

- Scheduling your exam: Email teas@labette.edu the offered exam date you wish to sit for the TEAS Exam along with your current cell phone number, which Health Science Program(s) in which you are applying to, and the number of attempts for this application process. You will receive a confirmation email regarding your scheduled TEAS exam with any additional information you will need as well as payment options for the **nonrefundable TEAS Exam Fee**.
- The **\$70.00* nonrefundable TEAS payment** is to be paid 48 hours PRIOR to your scheduled exam date to secure your seat. Unpaid scheduled seats may be forfeited should the available seats be filled by paid/secured student seat(s) on that specific exam dates . Payment's can be made using LCC's payment link for [Workshops and Testing Fee's](#) that is located on **LCC's Home Webpage** under "One Time Payment Option". ****Make sure you choose the "TEAS Exam" option under Labette Community College Emarket Items so the Business Office will apply your payment correctly as well as notify us to mark you as having paid the exam fee.** Payments may also be made by calling LCC's Business Office 620-820-1282 or 620-820-1231 Monday-Thursday 8:00 a.m. to 4:30 p.m. Applicants who miss their scheduled exam must reschedule and pay a new test fee.
- After scheduling your proctored TEAS Exam, and prior to your scheduled exam date, create an ATI account by going to www.atitesting.com. When setting up the ATI Account, select Labette CC ADN as your institution. **Students who do not have their account set up prior to arriving for their exam will not be allowed to test that day. A new test date will need to be scheduled and paid for.**
- Arrive at the **Zetmeir Health Science Building, 103 S. 13th, Parsons, KS 67357 on LCC's Main Campus**, no later than 10 minutes prior to the test date you're scheduled for. ****No electronics will be allowed during test, smart watches, Fitbits, AI glasses, etc. If you are seen with these, your test will be stopped and reported to ATI.**
- Have your ATI Account Log in information and your valid, current photo ID; both are required to test.
- If you arrive to find the door closed, you have missed your opportunity to test and will need to reschedule.

Proctors have the right to dismiss any student who does not have any of the following upon arrival: (1) ATI account created, (2) Nonrefundable \$70 TEAS fee paid, and/or (3) current photo ID. A new exam will need to be scheduled and paid for.

The TEAS Exam is a multiple-choice assessment of basic academic knowledge in Reading, Math, Science and English and Language usage. Schools use this assessment to determine readiness for an allied health program and to ensure your success. The objectives assessed on the TEAS exam are those which allied health educators deemed most appropriate and relevant to measure entry level skills/ abilities of healthcare students. ATI Study Guides can be purchased at www.atitesting.com or may be available for check out in the Student Success Center, 620-820-1147. TEAS study example questions can be found at: www.testprepreview.com Enter TEAS in "Find your free practice test" box.

TEAS scores will not be accepted after program application deadlines. It is the program applicant's responsibility to ensure tests have been turned in with their applications. Submission of TEAS Exam Results: If the applicant takes their TEAS exam on LCC Campus, their test results will be printed by the Program Specialist and added to their application file. If an applicant takes their TEAS Exam through another testing site or chooses to have it proctored online through ATI, the applicant is responsible for ensuring they're taking the correct TEAS exam type and version as well as submitting their official ATI TEAS Exam Results by paying the ATI assessed fee through their ATI account and submitting it to LABETTE CC ADN. The results must be received no later than the programs application deadline date in which the applicant is applying to.

In the event LCC closes due to inclement weather, the exam will be rescheduled for the next available exam date. You will be contacted for the new date.

Tests will not be scheduled outside of these dates. Health Science Program Applicants can take the TEAS Exam on any of the available dates from November up until the last available date prior to, but not past, their programs application deadline date.
***TEAS fee subject to change at any time according to ATI.**



2027 RADIOLOGIC TECHNOLOGY PROGRAM

APPLICATION Prospective Student Reference Form

Application Deadline Date: March 24th, 2027 by 4:30PM

I, (Radiologic Technology Program applicant) _____, waive my right to view this reference form.

Legibly print both applicants First and Last Name

This reference is confidential and each category/field must be rated. On a scale of one to five, with one (1) being the lowest possible rating and five (5) being the highest, please rate the applicant named above. If you cannot rate the applicant in all areas, please notify them so they can name another reference. Place this form in an envelope, seal the envelope initial the seal and return/mail to: Gale Brown, Radiologic Technology Program Director, Labette Community College, 200 South 14th Street, Parsons, KS 67357.

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>
PERSONAL QUALITIES	1	2	3
Professional Appearance			
Cooperation			
Dependability			
Emotional Control			
Honesty			
Judgment			
Personality			
Punctuality			
APTITUDE AND SKILLS	1	2	3
Adaptability			
Initiative			
Intellect			
Leadership			
Manual Dexterity			
Organizational			

Your relationship to the applicant: ☐ Employer ☐ In-person Instructor (Teacher)

(Family member or friend references will not be accepted.)

1. Would you endorse this applicant as a candidate for a health care career? ☐ Yes ☐ No
2. If you had the opportunity to employ this individual, would you do so? ☐ Yes ☐ No
3. Any additional comments about the applicant, please mention below:

Please Print Name: _____

Date: _____

Signature: _____ Phone #: _____

Title/Occupation: _____



2027 RADIOLOGIC TECHNOLOGY PROGRAM

APPLICATION Prospective Student Reference Form

Application Deadline Date: March 24th, 2027 by 4:30PM

I, (Radiologic Technology Program applicant) _____, waive my right to view this reference form.

Legibly print both applicants First and Last Name

This reference is confidential and each category/field must be rated. On a scale of one to five, with one (1) being the lowest possible rating and five (5) being the highest, please rate the applicant named above. If you cannot rate the applicant in all areas, please notify them so they can name another reference. Place this form in an envelope, seal the envelope initial the seal and return/mail to: Gale Brown, Radiologic Technology Program Director, Labette Community College, 200 South 14th Street, Parsons, KS 67357.

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>
PERSONAL QUALITIES	1	2	3
Professional Appearance			
Cooperation			
Dependability			
Emotional Control			
Honesty			
Judgment			
Personality			
Punctuality			
APTITUDE AND SKILLS	1	2	3
Adaptability			
Initiative			
Intellect			
Leadership			
Manual Dexterity			
Organizational			

Your relationship to the applicant: ☐ Employer ☐ In-person Instructor (Teacher)

(Family member or friend references will not be accepted.)

1. Would you endorse this applicant as a candidate for a health care career? ☐ Yes ☐ No
2. If you had the opportunity to employ this individual, would you do so? ☐ Yes ☐ No
3. Any additional comments about the applicant, please mention below:

Please Print Name: _____

Date: _____

Signature: _____ Phone #: _____

Title/Occupation: _____



LABETTE COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY INSTRUCTIONS

STOP:

Applicants who are under the age of 18 are required to have parental/legal guardian signature forms completed and submitted to PreCheck. ***If you are under the age of 18, do *not* follow the online instructions below prior to the program application deadline date and email the radiography department at: radiography@labette.edu to receive the necessary hard copy background check forms you and your parent &/or guardian will need to complete with further instructions.

Background checks are required to ensure the safety of patients treated by students in the clinical education program. The reports are typically completed within 3-5 business days; however, you must submit your order in sufficient time for the report to be received by the Health Science Programs' Specialist dated the year the application is due and no later than the program's application deadline date. The background check is conducted by PreCheck, Inc., a firm specializing in the healthcare industry.

GETTING STARTED

Follow this link to [MyStudentCheck](#)

If you are unable to access the link, you may type in the web address located at the bottom of this page.

- Confirm the school name matches: **LABETTE COMMUNITY COLLEGE RADIOGRAPHY**
- Select your program from the drop down menu, and then select background check.
- Log in with your username and password. If you do not have an existing profile, please create a new account.
- Enter the required information, provide authorization, and continue to enter payment information.
- If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.
- You will be provided with a receipt and confirmation page when your order is placed.

PRICING

Background Check **\$60.62**

Applicable state sales tax will be collected based on your residential location.

FREQUENTLY ASKED QUESTIONS

1. What does PreCheck do with my information?

Your information will only be used for the services ordered. Your credit will not be investigated and your name will not be given out to any businesses.

2. I selected the wrong school, program or incorrect information.

Please call at, 877-214-5496 with the details.

3. Do I get a copy of the background report?

Yes, go to www.mystudentcheck.com, log in, and select Check Status.

4. I was denied entry into a program because of information on the report, who can I contact?

Call PreCheck's Adverse Action hotline at 800-203-1654.



Health Science Programs Criminal Background Check Permission and Release Form

Health Science Program applicants are expected to truthfully and accurately share any information related to their criminal history--**information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other formal criminal charges and any dispositions arising therefrom**--as part of the application and enrollment process. Current students are expected to notify their respective program director if any change in their criminal history occurs while enrolled in an LCC Health Science Program.

Please review the disclosure statement included in the program application packet and sign below indicating the following:

1. I have truthfully and accurately reported my criminal history and pending charges (if any) to the LCC Radiologic Technology Program Director.
2. I understand that my criminal history may impact progression in the LCC Radiologic Technology Program, and/or ability to be licensed/certified in my field of study.
3. I agree to notify the LCC Radiologic Technology Program Director if a change in my criminal history occurs while attending the LCC Radiologic Technology Program.
4. The LCC Radiologic Technology Program for which I am applying has informed me of the state licensure/certification requirements for that program.

I, _____, have read and understand that completing a criminal background check is required as part of the application process for the LCC Radiologic Technology Program, and to participate in education courses that include clinical placement.

I authorize Labette Community College to release the results of any criminal background check to any site where I may be placed for any legitimate educational purpose and I waive my privacy rights under the Family Educational Rights and Privacy Act (FERPA) and consent to a background check for this limited purpose.

I hereby release Labette Community College from any liability in the event:

- I am not cleared for placement by the clinical sites and therefore, cannot continue in the program.
- I am unable to obtain the necessary credits to continue in the program due to a criminal charge or conviction that occurred after being accepted into the program.
- I am unable to obtain licensure/certification in my field of study due to adverse results on a criminal background check.
- I fail to notify the LCC Radiologic Technology Program Director if a change in my criminal history occurs while attending the LCC Program.

I understand that I cannot be guaranteed placement at a clinical site and if I cannot complete the clinical requirements, I will not be able to graduate from the program.

Print Name: _____

Signature: _____

Date: _____

Please submit this signed form as part of your application to the LCC Radiologic Technology Program.

Contact the Radiologic Technology Program Director for information and direction to the appropriate agency for questions regarding criminal history and licensure/certification

Revised: 6/25/2025



RADIOLOGIC TECHNOLOGY PROGRAM
Contact Information

Please contact us if you have any questions!!

LCC Radiography Department Email: radiography@labette.edu

Health Science Programs' FAX# 620-421-1539

Gale Brown, EdS., L. RT (R)(CT)

Radiologic Technology Program Director

620-820-1159

galeb@labette.edu

Ashley Moore, M.S., L. RT (R)

Clinical Coordinator/Instructor

620-820-1156

ashleym@labette.edu

Tammy Kimrey, B.S., L. RT (R), RDMS, RVT

Clinical Coordinator/Instructor

620-820-1158

tammyk@labette.edu

Lori Weaver, A.A.S., L. RT (R), DMS

Health Science Programs' Specialist

620-820-1157

loriw@labette.edu

