



**School of Radiologic Technology**

*Founded 1972*

*(Celebrating 42 years of Excellence)*

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## GENERAL INFORMATION

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**Bellevue Hospital Center**  
**School of Radiologic Technology**  
Administrative Office D510  
462 First Ave (at 27<sup>th</sup> St.)  
New York, NY 10016-9198  
Tel: (212) 562-4895

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## APPLICATION

# MISSION STATEMENT

**T**he mission of Bellevue Hospital Center School of Radiologic Technology is to promote, educate and train students in the medical imaging profession.

Through an effective teaching and learning environment, graduates of the school will be able to support other health care professionals, serve the health care community, and provide quality patient care.

## Goals:

**1. The program will graduate competent entry-level radiographers.**

***Student Learning Outcomes:***

- Students will be able to perform entry-level positioning skills.
- Students will demonstrate safe radiation protection procedures.
- Students will demonstrate patient care assessment and vital sign competency.

**2. The program will provide an education that promotes effective communication skills.**

***Student Learning Outcomes:***

- Students will demonstrate effective writing and speaking skills with peers.
- Students will demonstrate effective communication skills with patients and other health care professionals.
- Students will demonstrate data entry and acquisition skills.
- Students will demonstrate effective non-verbal communication.

**3. The program will provide an education that promotes effective problem solving and critical thinking skills.**

***Student Learning Outcomes:***

- Students critique their radiographs and others (via PACs) and identify the requirements of a diagnostically acceptable radiograph and list solutions for images that are suboptimal.
- Students will correctly make changes to exposure factors to compensate for various body parts, sizes, and pathologies.
- Students will perform non-routine radiographic procedures on a variety of patients.

**4. Graduates will demonstrate responsible behavior and professional development.**

***Student Learning Outcomes:***

- Students will demonstrate responsible behavior and understand the importance of professional and ethical policies.
- Students will understand the value of life-long learning, professional membership, and interview preparation.

- Students will have voluntarily joined national and/or state professional (societal) organizations.
- Graduates will demonstrate professional growth after graduation.

**5. The program will graduate a sufficient number of certified entry-level radiographers to meet the needs of the health care community.**

***Student Learning Outcomes:***

- Students will complete the program.
- Students will pass the credentialing exam.
- Students seeking employment in the field will find jobs after graduating.
- Graduates will indicate that they were adequately prepared as entry-level radiographers.
- Employers will indicate that graduates are adequately prepared as entry-level radiographers.

**Introduction:** Founded in 1972, the Bellevue Hospital Center School of Radiologic Technology (BHCSRT) offers a 24-month (six trimesters) certificate program in Radiologic Technology. The program does not grant a degree. All academic, laboratory, and clinical instruction is held on the Bellevue Hospital campus. Graduates are eligible to apply for the American Registry of Radiologic Technologists (ARRT) Certification and NYS Licensure. The program involves approximately 950 contact hours of classroom work, 1,770 hours of clinical training, and 288 hours of workshops and independent study. School hours are from 8:30 am to 4:30 pm, Monday through Friday. All courses are required and must be taken sequentially. Successful completion of all academic courses and clinical competencies is required for graduation.

The most recent New York State Department of Labor statistics indicate a radiologic technologist entering the field earns a mean annual salary of \$49,080 and an experienced worker a mean salary of \$72,490. (For additional information on a career in radiography go to: [www.arrt.org](http://www.arrt.org), [www.asrt.org](http://www.asrt.org), or [www.nycareerzone.org](http://www.nycareerzone.org). For a list of other radiography programs in New York State go to: [www.health.state.ny.us/nysdoh/radtech/schlist2.htm](http://www.health.state.ny.us/nysdoh/radtech/schlist2.htm)) or [jrcert.org](http://jrcert.org). According to New York State, if the tuition, fees, and costs exceed 200% of the mean annual salary they are considered to be excessive. The total tuition, fees, and other costs of BHCSRT are approximately 35% of the entry-level mean annual salary.

While the school does not provide or guarantee job placement, classes are conducted in resume writing, job search, and interview preparation. Radiographers are employed in hospitals, imaging centers, doctors' offices, HMO's and the military. Once a graduate is certified by the ARRT, s/he is eligible to apply for New York State licensure and is also eligible to be employed in most states. ARRT certification is time-limited to 10 years. Continuing education (CE) is required for both renewal of the ARRT Registration and NYS License.

**Accreditation:** The school is registered with the New York State Department of Health (NYSDOH) and is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT may be contacted at:

20 N. Wacker Drive, Suite 2850  
 Chicago, IL 60606-3182  
 Phone: (312) 704-5300  
 Fax: (312) 704-5304  
 mail@jrcert.org

**Sponsorship/Staff:** The school is sponsored by Bellevue Hospital Center. Bellevue Hospital Center serves the health care needs of a diverse community and provides an opportunity for each student to develop empathic and culturally sensitive patient care skills. Bellevue Hospital Center is accredited by The Joint Commission (TJC) and is a member of and governed by the New York City Health and Hospitals Corporation (HHC).

The full-time faculty members hold valid ARRT Registrations and NYS Licenses and possess a minimum of a baccalaureate degree. Adjunct lecturers are drawn from BHC Department of Radiology and New York University School of Medicine as needed).

**Location & Directions:** Bellevue Hospital Center (BHC) is located at 1st Avenue and 27th Street and is easily accessible by public transportation via the 1st and 2nd Avenue buses, the 23rd and 34th Street cross-town buses, and the No. 6 IRT subway (28th Street station). BHC is one block west of the FDR Drive. (**Note:** Bellevue has no provision for student parking.)

## **Program Effectiveness Data:**

<b>Job Placement Rate</b>				
<b>Class of:</b>	<b>Number of graduates:</b>	<b>Number of graduates seeking employment after graduation:</b>	<b>Number of graduates seeking employment and working within 6 months of graduation:</b>	<b>Employment rate:</b>
<b>2008</b>	18	10	6	<b>60%</b>
<b>2009</b>	15	13	10	<b>77%</b>
<b>2010</b>	13	10	8	<b>80%</b>
<b>2011</b>	13	12	8	<b>67%</b>
<b>2012</b>	16	14	14	<b>100%</b>
<b>Five Year Total:</b>	<b>75</b>	<b>59</b>	<b>46</b>	<b>78%</b>

**Note:** Employment statistics for the November graduates (Class of 2013) have yet to be determined and will be based on "Number of graduates seeking employment and working within **12 months** of graduation".

## Credentialing Exam (ARRT Examination in Radiography) Pass Rate

Class of:	Number of graduates taking credentialing exam:	Number of graduates passing credentialing exam on first-attempt:	Credentialing rate:
2008	18	18	100%
2009	15	15	100%
2010	13	13	100%
2011	13	13	100%
2012	16	16	100%
<b>Five year total:</b>	<b>75</b>	<b>75</b>	<b>100%</b>

**Note:** Credentialing Exam statistics for the November graduates (Class of 2013) will be posted when available from the ARRT.

## Annual Program Completion Rate

Class of:	Number of initial enrollees:	Transfer Students:	Number of graduates:	Completion rate:
2008	18	0	18	100%
2009	18	0	15	83%
2010	14	0	13	93%
2011	16	0	13	81%
2012	16	0	16	100%
<b>Five year total:</b>	<b>82</b>	<b>0</b>	<b>75</b>	<b>91%</b>

**Note:** Annual program Completion Rate for 2013 was 100% (14 initial enrollees, 14 graduates) and will be formally reported with the remaining Program Effectiveness Data for 2013.

Program effectiveness data may also be viewed on the website of the Joint Review Committee on Education in Radiologic Technology at [jrcert.org](http://jrcert.org) or by contacting them at:

20 N. Wacker Drive, Suite 2850  
 Chicago, IL 60606-3182  
 Phone: (312) 704-5300  
 Fax: (312) 704-5304  
 mail@jrcert.org

## School Calendar Class of 2016

### 2015

First Day of Trimester I	January 12, 2015
MLK Birthday	January 19, 2015
President's Day	February 16, 2015
Spring Break	April 6- April 10, 2015
Finals Week I	April 27- May 1, 2015
First day of Trimester II	May 4, 2015
Memorial Day	May 25, 2015
Independence Day	July 3, 2015
Finals Week II	August 24- August 28, 2015
First day of Trimester III	August 31, 2015
Labor Day	September 7, 2015
Columbus Day	October 12, 2015
Election Day	November 3, 2015
Veterans Day	November 11, 2015
Graduation Ceremony (Senior Class)	November 20, 2015
Thanksgiving Break	November 26-27, 2015
Finals Week III	December 14- 18, 2015
Winter Break	Dec. 24, 2015- Jan. 1, 2016

### 2016

First Day of Trimester IV	January 4, 2016
MLK Birthday	January 18, 2016
President's Day	February 15, 2016
Spring Break	March 28- April 1, 2016
Finals Week IV	April 25- April 29, 2016
First day of Trimester V	May 2, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Finals Week V	August 29- Sept. 2, 2016
Labor Day	September 5, 2016
First day of Trimester VI	September 6, 2016
Columbus Day	October 10, 2016
Election Day	November 8, 2016
Finals Week VI	November 7- November 10, 2016
Veterans Day	November 11, 2016
Graduation	November 18, 2016

## **Admission Criteria/Prerequisites:**

1. An applicant must be able to perform the essential job skills necessary for the profession, which include:
  - i. Psychomotor skills utilized in (a) moving, lifting and positioning patients in beds, wheelchairs and stretchers and onto the examination table and (b) manipulation and movement of imaging equipment, including mobile radiography units;
  - ii. Visual, aural and oral skills necessary for patient observation, assessment, equipment operation, and communication;
  - iii. Standing for an extended period of time and capable of working and assisting in a sterile environment;
  - iv. Assessment and monitoring of all patients, especially the very young, elderly, critically ill, and traumatized;
  - v. Assessment and recording of patient vital signs, and venipuncture competencies; and
  - vi. Performance of single and dual person CPR.

### **To apply to BHCSRT, applicants must:**

- 1) Fill out the **application form** completely. You may include a resume (optional), but still need to complete the employment section of the application.
  - 2) On a separate sheet of paper submit an **essay** describing your educational objectives and career plans (see back of application form for specific details).
  - 3) Include a \$75.00 money order (no personal checks) with your application payable to: *Bellevue Hospital Center School of Radiologic Technology* for **processing and testing fee**. This fee is non-refundable.
  - 4) In order to be scheduled for the **admissions examination**, mail the application, personal essay, and money order to the above address. You will be mailed (and/or emailed) a letter confirming the date and time of your exam.
2. **All applicants must possess an associate degree or higher from one of the six recognized degree granting agencies listed below.** Eligibility to sit for the American Registry of Radiologic Technologists (ARRT) Certification Exam requires the individual to have an associate degree or higher. Since Bellevue Hospital Center School of Radiologic Technology grants a certificate-of-completion, not a degree, all applicants applying to the school must currently possess an associate degree (or higher). While a degree in science might be more beneficial, there is no specific major or degree preference for admission to our program; only that the applicant has earned a minimum of an associate degree. The degree must be from a college/university that is accredited by one of the six regional accrediting agencies that are recognized in the United States. Before applying to the program, the applicant is responsible for confirming that his/her college is accredited by one of the six regional accrediting agencies.



Have your high school and college(s) send official copies of your **transcripts** directly to our school. You may also provide copies of medical, professional, or technical certificates from any courses or workshops that you have completed. Having a science and/or health care background, while not a prerequisite, is considered beneficial.

GED recipients must submit a copy of their certificate and scores, and the most up-to-date high school transcript(s).

Foreign transcripts (whether officially evaluated by a recognized translation service or not) are unacceptable, regardless of the applicant's level of education.

3. Give a blank **reference letter** form and a pre-addressed, stamped envelope to each of the three (3) individuals you have listed as references on the back of your application. These individuals should know you in an academic, employment, or religious capacity and should not be family members or friends (see application and reference letter for further details).
4. Once *all* documentation has been received, applicants that have achieved a minimal passing score on the admissions examination will be scheduled for an **interview** with the Admissions Committee.

***All submitted documentation remains the property of the school.***

**Recognized Degree Granting Agencies:** At this time, our program will recognize only domestic degrees granted by colleges and universities accredited by 1 of the 6 Regional Accrediting Agencies in the United States as follows:

- ❖ **Middle States Association of Colleges and Schools** (*New York, New Jersey, Pennsylvania, Delaware, Maryland, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands*).
- ❖ **New England Association of Schools and Colleges** (*Connecticut, Maine, Massachusetts, New, Rhode Island, and Vermont*).
- ❖ **North Central Association of Colleges and Schools** (*Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming*).
- ❖ **Northwest Association of Schools and Colleges** (*Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington*).
- ❖ **Southern Association of Colleges and Schools** (*Virginia, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Alabama, Tennessee, and Texas*).
- ❖ **Western Association of Schools and Colleges** (*California, Hawaii, and Guam*).

**Admissions Testing:** Admissions testing, interviews, and acceptance into the program are on a “first-come basis”, so return the requested documentation as soon as possible. There are a limited number of seats for each new class.

The Admission Test administered by the school is the “Health Occupations Aptitude Exam”, designed by the Physiological Services Bureau (PSB). Further information about the exam may be accessed on the PSB website; [www.psb.com](http://www.psb.com).

**Interview Scheduling:** In order to be interviewed by the Admissions Committee you must (1) obtain a minimal passing score on the admissions exam and (2) submit all requested documents. Interviews cannot be granted to applicants whose files are incomplete.

**Application Deadline:** The deadline for submission of the application is based solely on the number of applicants applying to the program. Once there are sufficient applicants to be tested and interviewed, the application process will be closed, consequently, the application process has a “rolling deadline”. Applications will not be accepted once the deadline is determined.

**Provisional Acceptance** into the program is based upon:

- a) a minimum score in each category of the admissions exam
- b) qualifications of the applicant with regard to scholastic aptitude and maturity
- c) life experiences & level of interest in Radiologic Technology as a career choice
- d) a successful interview with members of the Admissions Committee

Once a student has been provisionally accepted they must gain clearance through the Volunteer Department at Bellevue Hospital Center. To gain clearance, the Volunteer Department requires:

- ✓ Medical Clearance (includes a drug screening).
- ✓ Successful completion of provided HIPAA training.
- ✓ Successful completion of provided mandated training, which includes the topics of: Environment of Care, Life/Fire Safety, Oxygen/Medical Gases, Emergency Preparedness, Security Management, Utilities Management, Medical Equipment Management, Incidents/Accidents/Injuries/Needle Sticks, MSDS/Right to Know, and Radiation Safety.

Once clearance from the Volunteer Department has been obtained, the applicant is **officially admitted** into the School.

**FALSIFICATION OR OTHER INTENTIONAL MISREPRESENTATION OF ANY REQUIRED APPLICATION OR ADMISSION MATERIAL WILL RESULT IN IMMEDIATE DISMISSAL FROM THE APPLICANT POOL OR PROGRAM.**

**Non-discrimination Recruitment Policy:** Program recruitment and admission practices are non-discriminatory with regard to race, color, gender, age, religion, national origin, disability, marital or veteran status. Pregnancy is not a barrier either to admission or continuance in the program.

**Processing Fee:** A \$75 non-refundable fee is required to cover the cost of processing the applicant's file and proctoring/scoring of the admissions examination.

**Transfer Students/Advanced Placement:** Applicants from other accredited radiography programs (hospital or college) will be considered for admission providing the applicant submits a letter stating the reason for the transfer and presents all official academic and clinical transcripts and certified proof of the completed number of academic and clinical hours. The transfer student must also submit documentation required of all applicants.

Since the program is cohort-based and no two radiography programs (hospital or college) offer identical sequencing of courses or clinical training, a transfer student, who is accepted, will either transfer in at the beginning of the first or second year. Acceptance and status assigned will be dependent upon the submitted documentation. In addition, a transfer student may be required to take the admissions exam and a first year assessment exam to further determine his or her acceptance into the program and, if applicable, advanced placement status.

# Academic Policies

Students are advised of the academic policies and procedures outlined below.

## A. **Minimum Passing Exam and Course Grade.**

To remain in good academic standing the student must maintain a minimum passing grade of 75 percent or higher in each didactic course. The minimum passing score on written examinations (quizzes, mid-terms, and finals) is 75 percent.

## B. **Minimum Passing Laboratory and Clinical Grade.**

To remain in good clinical standing the student must maintain a minimum passing score of 80 percent or higher on all laboratory and terminal competencies and required American Registry of Radiologic Technologists (ARRT) Radiological Procedures, both mandated and elective.

## C. **Suspension and Termination.**

The Program Director reserves the right to suspend or terminate any student who, for cause, does not satisfy the requirements of scholarship, clinical ability, ethical behavior, honor code, health or personal suitability for the profession of Radiologic Technology as outlined in the Program Handbook (PH), Clinical Education Handbook (CEH), or Bellevue Hospital Center (BHC) Policies and Procedures. If a student is suspended for cause, all academic and clinical competency standards and time missed must be satisfied in order to complete the program requirements.

## D. **Course Failure.**

### 1. **Failure of One Course.**

If a student fails one (1) course, the student will be required to retake the course or demonstrate competency as determined by the course instructor and Program Director.

### 2. **Failure of Two or More Courses.**

If a student fails two (2) or more courses in the same trimester or two sequential courses, e.g., Positioning 1 and Positioning 2, the Program Director reserves the right, based on the student's overall performance, i.e., academic progress, clinical achievement, student conduct, attendance, and punctuality to (1) terminate the student, (2) permit the student to repeat the courses, or (3) have the student demonstrate competency as determined by the course instructor and Program Director.

### 3. **Delayed Program Completion Due to Course Failure.**

A student who repeats one or more academic courses will be forfeiting experiential training in the clinical setting and, therefore, his/her program completion date will be delayed. With information from the Clinical Coordinator and Clinical Instructors on the student's clinical progress, the Program Director will determine the length of extended time the student must satisfy in order to complete the program requirements.

### 4. **Remedial Program Extension.**

During the sixth trimester, each student's file will be reviewed and evaluated to determine his/her preparedness to graduate from the program and receive the Course

Completion Certificate. The Program Director and Clinical Coordinator will meet with the Clinical Instructors and adjunct faculty to determine the student's terminal achievement both academically and clinically. Criteria utilized to determine a student's preparedness are academic and positioning grades; lab and ARRT competency evaluations; simulated registry exam results; overall attendance (absenteeism and/or punctuality). If it is determined that a student's overall progress would benefit from additional didactic work and/or clinical training, then the Program Director will assign the length of remediation for that particular student focusing on those areas in need of strengthening.

**E. Simulated Registry Exams.**

Beginning in January of their senior year, second year students will be assigned time to take practice registry (tutorial) exams. Each student must receive a passing score of 80 or greater on a minimum of three tutorial exams prior to graduation.

**F. Homework Assignments.**

All classroom and homework assignments must be submitted on time. In the event of illness, it is the student's responsibility to make arrangements for homework assignments to be delivered to the school or submitted online (depending on the course instructor's requisites) by the stated deadline. As per course instructor policy, material submitted after the deadline may not be accepted and the student may receive an incomplete grade for that assignment. Repeated instances of late submissions will result in counseling, suspension, course failure and/or termination from the program.

**G. Make-up Exam (Quiz) Policy.**

The make-up policy for exams (quizzes), excluding the final exam, is announced at the beginning of each course and is at the discretion of the course instructor and Program Director. If a student is absent for a scheduled exam, upon his/her return to the school, it is the responsibility of the student to submit the *Special Request Form* explaining the reason for the absence and requesting an opportunity to take a make-up exam. If granted by the course instructor the make-up exam will be administered on the day and time the course instructor specifies. The course instructor may choose to administer a different exam that has more or less questions covering the same didactic material.

**H. Final Exam Make-up Policy.**

There is *no* make-up policy for final examinations. Failure to take a scheduled final exam will result in an incomplete course grade. If the course is not repeated within one (1) year, the incomplete course grade will automatically become a course failure. Exception to this policy will be considered only if the student's absence was due to an unavoidable emergency and official documentation is provided which is acceptable to the Program Director and course instructor. If the explanation or documentation is deemed unacceptable, the Program Director and course instructor are not obligated to administer a make-up exam.

**I. Incomplete Course Grade Due to Absenteeism.**

Students are required to attend all scheduled classes. Attendance will be monitored by each course instructor and office manager. Excessive absenteeism could result in an incomplete course grade.

**1. Unacceptable Absenteeism and Course Length.**

More than three (3) absences in a 15 contact hour course will result in an incomplete course grade or more than four (4) absences in a 30 contact hour course will result in an incomplete course grade.

**2. Incomplete Course Grade with Acceptable Documentation.**

If a student receives an incomplete course grade due to absenteeism and is able to provide acceptable and verifiable documentation as to the reason for the absenteeism, the Program Director reserves the right, based on the student's overall performance, i.e., academic progress, clinical achievement, student conduct, attendance, and punctuality to: (1) permit the student to repeat the course(s) or (2) have the student demonstrate competency as determined by the course instructor.

**3. Incomplete Course Grade without Acceptable Documentation.**

If a student receives an incomplete course grade due to absenteeism and is unable to provide acceptable and verifiable documentation as to the reason of absence, the Program Director reserves the right, based on the student's overall performance, i.e., academic progress, clinical achievement, student conduct, attendance, and punctuality to: (1) dismiss the student, (2) permit the student to repeat the course(s) or (3) have the student demonstrate competency as determined by the course instructor.

**4. Homework Assignments While Absent.**

If a student is absent for a scheduled class, it is the student's responsibility to request from the course instructors all class assignments, homework, and handouts. It is also the responsibility of the student to obtain class notes from his/her classmates.

**J. Course Textbooks.**

Students are required to have the assigned course texts (specified editions) and, where applicable, e-books. The student must provide proof of purchase (receipt) to the office manager who will place a copy of the receipt into the student's file.

**K. Student Records and Confidentially.**

The School subscribes to the Family Educational Rights and Privacy Act (FERPA) of 1974 and as amended in 1988. Any student may inspect any or all of his/her records. The school will not release student records to any third party without the written consent of the student. For purposes of good administration, all requests should be made through the school's administrative office. Inspection requests will be honored within ten (10) business days.

The following records are not available for student perusal:

- 1. Parent's financial records**
- 2. Confidential letters of recommendation**
- 3. Personal/faculty notes**

**L. Unauthorized Removal, Access, or Possession of Exam Materials and Use of Electronic Devices During Testing or Review.**

Students are not allowed to remove exams or testing materials from the classroom or school, unless given permission by the course instructor. Students are not allowed to use any electronic device (cell phones, tablets, etc.,) to record exams either when the exam is being administered or during a post-exam review. All electronic devices other than basic non-programmable calculators must not be visible anywhere in the classroom during the actual exam or its review. Anyone caught with an electronic recording device during an exam, during its review, or otherwise in unauthorized possession of exam materials will face suspension and/or dismissal from the program. Infraction of this policy is a violation of the honor code.

**M. Student Identification and Use.**

Upon entering the program, each student is issued two (2) identifications, a BHC Photo ID and school ID number. Students must display their Photo ID at chest or lapel level and not at waist level when on the hospital campus. Students will not be permitted to attend clinical rotations without an official ID. The Photo ID contains a computer chip that allows access to clinics and restricted areas. The student who loses or misplaces his/her Photo ID must immediately inform a faculty member so a new Photo ID can be issued and the missing access chip deactivated for security purposes. The student is responsible for any replacement charge.

**N. Completing Written Examinations.**

Exams will only be accepted if answered in black or blue ink. Exams completed in pencil or any color ink other than blue or black will not be accepted.

**O. Written Reports.**

All submitted reports and written assignments must be computer generated. Reports become part of the student's permanent file and are not returned. Hand written reports will not be accepted. The format of the report or research paper is decided by the course instructor.

**P. School Notification (Phone and/or Email).**

Students can notify the school for any reason, e.g., absence, late, sick, assignments, etc., by calling: 212-562-4895 and speaking to someone directly or leaving a voice mail after hours. Emails of a non-personal nature, e.g., attendance, assignments, etc., should be sent to both the faculty and administrative assistant to ensure that their message is received and read.

The email addresses for program faculty and staff are as follows:

<b>Program Director-</b> Mr. Peter Castagne	peter.castagne@bellevue.nychhc.org
<b>Assistant Program Director-</b> Mr. Peter Grumm	peter.grumm@bellevue.nychhc.org
<b>Clinical Coordinator-</b> Ms. Rufina Bodley	rufina.bodley@bellevue.nychhc.org
<b>Adjunct Faculty-</b> Mr. Philip Sorge	philip.sorge@bellevue.nychhc.org
<b>Office Manager-</b> Ms. Lljayra Hanne	lljayra.hane@bellevue.nychhc.org
<b>Clin. Coord. Emeritus-</b> Ms. Josephine Baldwin	josephine.baldwin@bellevue.nychhc.org
<b>Program Dir. Emeritus-</b> Mr. Andrew Richter	andrew.richter@bellevue.nychhc.org

**Curriculum and Course Description:** All didactic instruction is held on the school premises. The six trimesters (2 years) of the program consists of 44 didactic courses. 21 courses (48% of the total curriculum) are taught during trimesters 1 & 2 (the first 8 months). This demanding course load requires that most students spend a minimum of 3 to 4 hours of studying each evening, including weekends.

The remaining 23 courses are spread throughout remaining trimesters 3 through 6. In these trimesters, the amount of clinical contact hours increases greatly. An applicant should consider the demanding nature of the didactic & clinical education, and be reflective when considering if he/she is willing or capable of making this commitment to their educational goals at this time.

<b>FIRST YEAR CURRICULUM</b>		
<b>COURSE TITLE</b>	<b>COURSE DESCRIPTION</b>	<b>CONTACT HOURS</b>
<b>Trimester I (16 Weeks)</b>		
<b>Anatomy and Physiology I</b>	An introduction to body systems, homeostasis, cells, tissues, and the skeletal system.	30
<b>Image Processing</b>	Discussion of x-ray film characteristics, latent image formation, film artifacts, automatic processing, and darkroom considerations.	15
<b>Introduction to Health Care Delivery</b>	A history of radiography including an overview of health care, the radiology department, and the hospital organizational chart. Professionalism and legal issues are also discussed.	15
<b>Introduction to Radiation Protection</b>	Basic principles for patient and personnel radiation protection are discussed along with shielding requirements, radiologic units of measurement, radiation monitors and dose equivalent limits	15
<b>Mathematics</b>	Solving radiographic technique problems using fractions, decimals, ratios, proportions, exponents, scientific notation, and the basic elements of geometry and algebra.	15
<b>Medical Terminology I</b>	Introduction to word roots, combining forms, suffixes, prefixes, and vocabulary building to include anatomy of the digestive and body systems.	30
<b>Patient Care I</b>	Infection Control, surgical asepsis, communication skills, critical thinking, problem solving, fire & safety hazards, body mechanics, and patient assessment are discussed.	15
<b>Physics I</b>	Introductions to energy and matter, fundamental units of measurement, Newtonian laws, atomic and molecular structure, electrostatics, electrodynamics, and electromagnetism.	30
<b>Principles of Radiographic Exposure I</b>	Introduction to the basic terms used in medical imaging and the contributing factors of good radiographic quality and radiographic technique.	30
<b>Radiographic Positioning I</b>	Radiographic procedure and positioning of the thoracic and abdominal cavities and the upper extremity.	30
<b>Radiographic Positioning Lab I</b>	Demonstration and application of radiographic positions presented in Positioning I, including image receptor and marker placement, and patient safety.	30
<b>Clinical Contact Hours</b>	Limited to observational rotations with the opportunity to complete appropriate lab evaluations. No formal scheduling of students.	
<b>Total Trimester I</b>		<b>255</b>



<b>Trimester II (16 Weeks)</b>		
<b>Anatomy and Physiology II</b>	The musculoskeletal, digestive, urinary, respiratory, and circulatory systems are presented	30
<b>Digital Imaging I</b>	Introduction to computer science, including hardware, software, and the binary number system. Computed radiography, digital radiography, digital fluoroscopy, viewing the digital image, quality control, and artifacts are discussed.	15
<b>Image Critique I</b>	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning I procedures.	15
<b>Medical Terminology II</b>	A continuation of Medical Terminology I, exploring and identifying those medical terms applicable to body systems.	30
<b>Patient Care II</b>	Patient assessment, vital signs monitoring, oxygen administration types of tubes & lines, crash cart equipment, emotional & physical needs of the patient, and interdisciplinary teamwork are discussed.	15
<b>Physics II</b>	Electrical circuits, generators, motors, control of high voltage, x-ray circuitry, x-ray unit, and the x-ray tube are presented.	30
<b>Principles of Radiographic Exposure II</b>	Discussion of how x-rays are produced, the x-ray emission spectra, and how x-rays interact in tissues.	30
<b>Radiation Protection</b>	Design of radiation protection equipment and protective barriers, radiation detectors, and measurement devices are discussed. Emphasis is placed on the reduction of patient and personnel dose while performing conventional and mobile radiography, and C-arm fluoroscopy.	15
<b>Radiographic Positioning II</b>	Radiographic procedure and positioning of the shoulder girdle, lower extremity, and the pelvic girdle.	15
<b>Radiographic Positioning Lab II</b>	Demonstration and application of radiographic positions presented in Positioning II, including image receptor and marker placement, and patient safety.	30
<b>Clinical Contact Hours II</b>	Formal scheduling of students begin, and laboratory and clinical competencies from Positioning I can be achieved.	224
<b>Total Trimester II</b>		<b>449</b>
<b>Trimester III (16 Weeks)</b>		
<b>Anatomy and Physiology III</b>	The skull and facial bones are presented.	15
<b>Digital Imaging II</b>	Viewing the digital image, digital quality control and digital image artifacts are discussed.	8
<b>Image Critique II</b>	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning II procedures.	15
<b>Imaging Modalities</b>	Introduction to computed tomography (CT), magnetic resonance imaging (MRI), ultrasound (US), and nuclear medicine.	7
<b>Principles of Radiographic Exposure III</b>	Controlling scatter radiation, use of intensifying screens and fluoroscopy are discussed.	30

<b>Radiographic Positioning III</b>	Radiographic procedure and positioning of the bony thorax, vertebral column, and contrast procedures.	30
<b>Radiographic Positioning Lab III</b>	Demonstration and application of radiographic positions presented in Positioning III, including image receptor and marker placement, and patient safety.	30
<b>Clinical Contact Hours III</b>	Laboratory and clinical competencies from Positioning I & II can be achieved.	265
<b>Trimester III Totals</b>		<b>400</b>
<b>SECOND YEAR CURRICULUM</b>		
<b>Trimester IV (16 Weeks)</b>		
<b>Anatomy and Physiology IV</b>	The nervous, endocrine, reproductive systems and associated pathology are presented. Introduction to cross-sectional anatomy.	15
<b>Image Critique III</b>	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning III procedures.	15
<b>Interventional Radiography</b>	Fundamentals of special procedures including specialized equipment, catheterization, angiography, neuroradiography, lymphography, arthrography, sialography, and hysterosalpingography.	15
<b>Medical/Surgical Diseases I</b>	Introduction to the essential nature of pathology, infectious disease, and bioterrorism. Common etiologies of the gastrointestinal & hepatobiliary systems, neoplastic disorders, and radiographic findings are discussed. Students present written and oral reports.	15
<b>Radiographic Positioning IV</b>	Radiographic procedure and positioning of the cranium, facial bones, and paranasal sinuses.	15
<b>Radiographic Positioning Lab IV</b>	Demonstration and application of radiographic positions presented in Positioning IV, including image receptor and marker placement, and patient safety.	30
<b>Clinical Contact Hours IV</b>	Laboratory and clinical competencies from Positioning I-III can be achieved.	448
<b>Trimester IV Totals</b>		<b>553</b>
<b>Trimester V (16 Weeks)</b>		
<b>Image Critique IV</b>	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning IV procedures.	15
<b>Medical/Surgical Diseases II</b>	Common etiologies of the skeletal, urinary, circulatory, and respiratory systems, with emphasis on radiographic findings. Students present written and oral reports.	15
<b>Pharmacology</b>	Discussion of different types of contrast agents employed in various radiographic procedures and treatment for adverse reactions. Venipuncture and basic drug administration is included. Compassion for the patient is stressed.	15
<b>Quality Assurance</b>	A workshop discussing the varied quality control facets of a radiology department's quality assurance program. Student teams are assigned various QC projects and oral presentations.	15
<b>Radiographic Positioning V</b>	Radiographic procedure and positioning for pediatric radiography and mammography and review of contrast examinations.	15
<b>Radiographic Positioning Lab V</b>	Demonstration and application of radiographic positions presented in Positioning V, including image receptor and marker placement, and patient safety.	30

<b>Registry Review I</b>	A Comprehensive review of previous courses in preparation for the American Registry of Radiologic Technologists (ARRT) examination.	32
<b>Clinical Contact Hours V</b>	Laboratory and clinical competencies from Positioning I-IV can be achieved. Elective rotations may begin, and terminal competencies may be attained.	416
<b>Trimester V Totals</b>		<b>553</b>
<b>Trimester VI (16 Weeks)</b>		
<b>Image Critique V</b>	Evaluation of student and staff radiographs, image quality factors, patient positioning, radiation protection, and structures demonstrated are discussed with film and digital images. Emphasis is placed on Positioning V procedures.	15
<b>Radiobiology</b>	Fundamentals of molecular and cellular radiobiology, including early and late effects of radiation on humans. Review of radiation protection, dose equivalent limits, and x-ray equipment radiation protection guidelines.	15
<b>Radiographic Positioning Lab VI</b>	Demonstration, application, and review of radiographic positions presented in trimesters I-V, including image receptor and marker placement, and patient safety.	15
<b>Registry Review I</b>	A Comprehensive review of previous courses in preparation for the ARRT examination.	48
<b>Clinical Contact Hours VI</b>	Completion of all mandatory laboratory, clinical, and terminal competencies. Elective rotations may continue.	416
<b>Trimester VI Totals</b>		<b>509</b>

## Grading Policy:

To remain in good academic standing, a student must achieve a minimum didactic course grade of 75%; a minimum laboratory and clinical competency grade of 80%.

**Grading System:** To remain in good academic standing, a student must achieve a minimum didactic course grade of 75%; a minimum laboratory and clinical competency grade of 80%

<b>Didactic Course Grading System</b>			
96-100%	A	4	Excellent
90- 95%	A-	3.75	Very Good
85-89%	B+	3.5	Good
80-84%	B	3	Above Average
75-79%	C	2.5	Average
Below 75%	F	0	Failure

<b>Clinical Grading System</b>			
97-100%	A	4	Excellent
92- 96%	A-	3.75	Very Good
88-91%	B+	3.5	Good
84-87%	B	3	Above Average
80-83%	C	2.5	Average
Below 80%	F	0	Failure

Graduates must successfully demonstrate the didactic and clinical competency requirements specified by the ARRT and JRCERT which include, but are not limited to, knowledge of radiological procedures, competency in general patient care activities, and exhibit professional and ethical behavior. Each course instructor determines the grading policy and the weight given to examinations and assignments.

## **Clinical Training:**

Clinical education at Bellevue Hospital Center School of Radiologic Technology is a structured didactic and practical experience utilizing a building block and step approach. Knowledge acquired and demonstrated in the classroom is applied in the laboratory setting under the direction of the school's faculty. The student gains additional hands-on experience through positioning workshops and eventually performs simulated procedures called Laboratory Evaluations. The student's positioning and patient care skills are further developed in the clinical setting through observation and supervision. When the student has achieved a certain level of experience and training, the final evaluation process includes demonstration of specific radiological procedures on patients called Clinical Competencies and, eventually, Terminal Competencies.

At each step along this route of progression, the student is monitored by the Clinical Coordinator, faculty, laboratory evaluators, clinical instructors, and staff radiographers. Adherence to the clinical policies and guidelines in the handbook by students, faculty, and staff assures that each student has the supervision and opportunity to develop and learn the basic entry-level positioning and patient care skills required for registration and licensure.

All Clinical Assignments are on the Bellevue Hospital Center Campus. Clinical rotations include Main Radiology, Ambulatory Care Clinics, Mobile Radiography, Emergency Services, Interventional Procedures, Operating Room, Pediatrics, Bone Densitometry, and Computed Tomography. Senior students may have the opportunity to perform elective rotations in Mammography, Magnetic Resonance Imaging, and in the evening. Bellevue Hospital Center is a Level 1 Trauma Center, Designated Head and Spinal Cord Injury Center, and offers services in microsurgical re-implantation.

## **Credentials/Certification/Licensure:**

Upon successful completion of all program requirements, the graduate will: (1) be eligible to apply for the American Registry of Radiologic Technologists (ARRT) certification examination, **an associate degree (or higher) is required**, and (2) receive a temporary New York State license to practice diagnostic radiography for 180 days.

<p><b>Certification-</b> Upon successful completion of the ARRT examination, the graduate will be certified as a Registered Radiologic Technologist in the practice of Radiography, RT(R). In order to renew your ARRT Registration, you must complete 24 continuing education (CE) credits every 2 years and be re-certified every 10 years.</p>	<p><b><i>Certification-The American Registry of Radiologic Technologists (ARRT)</i></b>          1255 Northland Drive          St. Paul, MN 55120-1155          Tel. (651) 687-0048          Web Site: <a href="http://www.arrt.org">www.arrt.org</a>          * Candidates with a criminal conviction need to contact the ARRT to request a pre-application review to determine eligibility for ARRT certification.</p>
<p><b>Licensure-</b> After successfully passing the ARRT examination, the graduate is eligible to apply for a permanent NYS Radiologic Technologist License. The NYS Department of Health (DOH) also requires radiographers to complete 24 continuing education (CE) credits every 2 years (the DOH will accept the same CE credits recognized by the ARRT) for license renewal.</p>	<p><b><i>Licensure-New York State Department of Health</i></b>          Bureau of Environmental Radiation Protection          Radiologic Technology          547 River Street, Room 530          Troy, NY 12180-2216          Tel. (518) 402-7580          Web Site: <a href="http://www.health.state.ny.us">www.health.state.ny.us</a>          * Candidates with a criminal conviction need to contact the NYS Dept. of Health to determine eligibility for state licensure.</p>

## **Tuition and Fees:**

<b>EXPENDITURES / FEES:</b>	<b>AMOUNT:</b>		<b>DATE DUE:</b>
Tuition (program length is 6 trimesters or 2 years)	Each trimester	\$2,500.00	First day of trimester
	Total 2 years	\$15,000.00	
Required Publisher's Pre-pack (texts/e-books)*, Uniforms, Markers, Thyroid Shield, and Exam Prep. etc	Approximate	\$1,500.00	First week of orientation (one-time expense)
NYU Dept. of Emergency Medicine Training Division: General Patient Care Competencies Workshop Fee		\$125.00	2 <sup>nd</sup> Trimester
Venipuncture Workshop Fee		\$ 90.00	5 <sup>th</sup> Trimester
Application Fees for Credentials: ARRT Certification Exam		\$ 200.00	5 <sup>th</sup> Trimester
NYS Licensure		\$ 120.00	5 <sup>th</sup> Trimester
Graduation Fee		\$ 100.00	5 <sup>th</sup> Trimester
Professional Student Memberships: American Society of Radiologic Technologists		\$ 35.00	1 <sup>st</sup> Trimester
NYS Society of Radiologic Sciences, Inc.		\$ 30.00	1 <sup>st</sup> Trimester

Tuition is \$2500 per trimester (\$7500/yr) and is due on the first day of each trimester (Jan, May, and Sept). Upon acceptance into the program, a non-refundable seat deposit of \$500 is required. The balance of the first trimester's tuition, \$2000, is due the first day of school. Students are responsible for the cost of the required text books/e-books, uniforms and supplies.

(Note: tuition, deposits, and fees are subject to change without prior notice.)

Although the program does not provide health insurance, eligible students may apply for the health care plans administered by the hospital.

## **Financial Aid:**

Bellevue Hospital Center School of Radiologic Technology participates in New York State Higher Education Service Corporation Tuition Assistance Program (TAP), Department of Veterans Affairs Benefits Program including the new GI Bill, New York State Adult Career Continuing Education Services-Vocational Rehabilitation (ACCES-VR). If at the end of two years there is a tuition overpayment due to receipt of financial aid, the student or payee will receive a refund.

The School of Radiologic Technology subscribes completely to the Higher Education Act as Amended in 1992 and the Family Educational Rights and Privacy Act of 1974.

## **Refund Policy:**

Should a student withdraw voluntarily within two weeks of the beginning of a trimester, tuition will be fully refunded for that trimester (except for the non-refundable seat deposit). Should a student withdraw voluntarily within two to four weeks of the beginning of a trimester, half of the tuition will be refunded. Following four weeks of the trimester, no tuition refund will be issued.

## **Graduation Requirements:**

Graduation from the Bellevue Hospital Center School of Radiologic Technology and receipt of the Course Completion Certificate is dependent upon the successful completion of all academic, clinical, and other mandated requirements. To receive the program's Course Completion Certificate, the student needs to fulfill the following requirements.

### **1. Academic/Clinical Requirements.**

The student must successfully complete the didactic program course curriculum, which is based on the most current ASRT Radiography Curriculum. Students must also complete the mandatory laboratory and clinical competencies which are based upon the ARRT Radiography Clinical Competency Requirements.

### **2. Attendance Requirement.**

All time owed as the result of absence, lateness, illness, administrative or medical leave, etc. must be accounted for before receiving the Course Completion Certificate and being verified as "Graduated" with the ARRT. In some instances a student may be allowed to attend the commencement exercises, but he/she will not receive his/her Course Completion Certificate until all the time owed has been satisfied

### **3. Returned Items Requirement.**

The student must return to the school his/her Bellevue Student Photo ID, scrubex card, radiation dosimeter, and any other officially issued articles.

### **4. Empty Locker Requirement.**

The student must vacate his/her locker and remove the lock by the day of graduation or program completion.

### **5. Exit Portfolio Requirement.**

The student must submit and complete an exit portfolio (cover letter, resume, a continuing education plan, passing scores on the CE competency survey and simulated registry, and exit surveys).

### **6. Financial Obligation Requirement.**

The student must pay all outstanding tuition, student activity fee, graduation fee, or any other related educational fees he/she is obligated to pay.

### **7. Lost, Misplaced, or Damaged Course Completion Certificate.**

The Course Completion Certificate is a valuable, one-time document. It should be kept in a safe place and given special care against loss or damage. This Course Completion Certificate cannot be replaced or reproduced. In its place and upon written request and payment of an administrative fee of \$25.00, the school will issue an official letter verifying your dates of attendance and graduation, however, no facsimile of the Course Completion Certificate will be issued.

BELLEVUE HOSPITAL CENTER  
School of Radiologic Technology  
Administrative Office D510  
462 First Avenue (at 27th St.)  
New York, NY 10016-9198  
Tel: (212) 562-4895



## APPLICATION FOR ADMISSION

Thank you for your interest in our radiography program. Please read the information in the general information packet and the instructions on this application carefully. Please follow the instructions exactly when submitting your documentation. All applicants must possess an associate degree or higher. While there is no specific major preference, the degree must be from a college/university that is accredited by one of the six regional accrediting agencies that are recognized in the United States.

### **Personal Information: (Legal Name)**

Name (print): \_\_\_\_\_  
Last First M.I.

### **Current Mailing Address:**

Street Address: \_\_\_\_\_  
Number/Street and Apartment Number

\_\_\_\_\_ State/Province County/City Zip Code

**Home Phone:** (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ **Cell Phone:** (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Gender:** Female  Male

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**Education:** Have you previously applied to this program or another radiography program?

No  Yes

If "Yes", please provide name of program and when you applied:

\_\_\_\_\_

**Education:** Below, list all high schools, colleges, and technical schools (including any radiography programs) you have attended beginning with the most recent. Include medical, professional, or training certificates.

Name of Institution	City & State	From mm/yy	To mm/yy	Major	Degree or no. of credits completed

**Work Experience:** Please list all prior employment beginning with the most recent. Indicate any previous medical experience. You may also attach your resume with this application, but still need to complete this section.

Name of Company/Institution	City & State	From mm/yy	To mm/yy	Position Held

**Accomplishments and Extracurricular Activities:** Briefly describe any distinctions or honors you have earned and any volunteer service or extracurricular activities you have performed:

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**Financial Aid Data:** New York State Tuition Assistance Program (TAP) grants are available to eligible students. To determine if you are eligible for TAP awards go to: [www.hesc.org](http://www.hesc.org) and select Applying for Aid, then Calculators, and choose either Tap Calculators or Quick TAP Award Calculator. The school also participates in Department of Veterans Affairs Benefits and NYS Adult Career Continuing Education Services-Vocational Rehabilitation (ACCES-VR), formerly known as VESID. The school does not participate in Title IV Funding and, therefore, does not administer student loans of any type nor Pell Grants.

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**Military Service Data:** Military Veteran: Yes: \_\_\_\_ No: \_\_\_\_

Have you registered for Selective Service (males only)? Yes: \_\_\_\_ No: \_\_\_\_

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**Citizenship Status:** U.S. Citizen? Yes: \_\_\_\_ No: \_\_\_\_ If no, Alien Registration No. \_\_\_\_

**Alien Status:** Resident \_\_\_\_ Non-Resident \_\_\_\_ Other: (Explain) \_\_\_\_\_

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**Reference Letters:** Please list three (3) individuals who will attest to your academic, personal or professional qualifications (do not include family members or friends). Fill in your name on the blank reference letter and provide a pre-addressed, stamped envelope to each of these individuals. Have the person mail the letter directly to the school. Reference letters delivered by the applicant will only be accepted if in a sealed envelope.

Name of Reference and Title	City and State (company name if applicable)	How long have you known this person?	In what capacity have you known this person?

**Statement of Understanding:** By signing below, I attest to the fact that the information provided is complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission may be cause for non-acceptance or dismissal from the program.

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(Signature)

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(Date)

***Bellevue Hospital Center is an Equal Opportunity Employer/Educator.  
Program recruitment and admission practices are nondiscriminatory with regard to  
race, gender, age, religion, national origin, disability, marital or veteran status.***

Application Checklist:

1. **Completed Application:**  
Fill out the application form completely. You may include a resume (optional), but still need to complete the employment section of the application.
2. **Personal Essay (Typed):**  
This essay must be typed or computer generated, doubled spaced, and limited to one page. The Admissions Committee members are interested in learning more about you and your interest in Radiologic Technology. Your application gives us facts about your activities, academic performance and accomplishments. This essay gives you the opportunity to communicate more fully your thoughts, standards and plans for the future. Please describe (at least 250 words) the personal growth you hope to gain from an education at Bellevue Hospital Center School of Radiologic Technology. Identify your own strengths and weaknesses, problems you have confronted in the past and your method of coping with them. If you feel that your past grades do not truly reflect your academic ability, please explain. Indicate any related medical experience or education. The purpose of this essay is simply to learn more about you and your goals.
3. **\$75.00 Processing Fee (Money Order):**  
Include a \$75.00 money order with your application, payable to: Bellevue Hospital Center School of Radiologic Technology. No personal checks – this fee is non-refundable.
4. **Transcripts:**  
Have your high school and college(s) send official copies of your transcripts directly to our school. You may also provide copies of medical, professional or technical certificates from any courses or workshops that you have completed. GED recipients must submit a copy of their certificate and scores, and the most up-to-date high school transcript(s).
5. **3 Letters of Recommendation:**  
Give a blank reference letter form and a pre-addressed, stamped envelope to each of the three (3) individuals you have listed as references on the back of your application. These individuals should know you in an academic, employment or religious capacity and should not be family members or friends (see application and reference letter for further details).

Please mail your application or drop it off in person to:



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