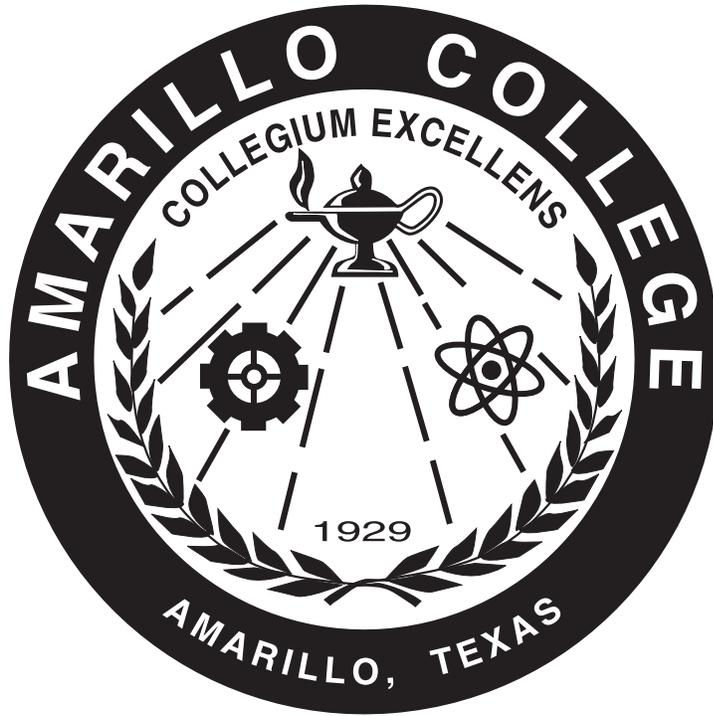


Amarillo College
DIVISION OF ALLIED HEALTH



Radiation Therapy

A HEALTH SCIENCE CAREER

Contact:
Tony Tackitt
(806) 354-6063



Amarillo College

An Equal Opportunity Community College

Amarillo College
DIVISION OF ALLIED HEALTH
Radiation Therapy Program

Dear Friends:

Thank you for your recent inquiry into the Radiologic Technology (Radiation Therapy) educational program here at Amarillo College. Our program was started in 1983 and graduates approximately ten students annually. The curriculum pattern and courses are fully accredited by the Joint Review Committee on Education in Radiologic Technology. In keeping with the mission of Amarillo College, the Radiation Therapy program has a mission "To provide a comprehensive curriculum that will enable each graduate to perform the duties and responsibilities of an entry level radiation therapist."

During the traditional program, each student will be assigned to the medical affiliates for five semesters that includes specialized training with various radiation therapy equipment (note-the student will typically have numerous rotations in Lubbock during the course of the curriculum; these rotations will occur at various times during the last year of the program). A typical student will be in the clinical area approximately 1,500 clock hours and typically participates in more than 3,000 therapeutic procedures. In addition to the clinical experience, hands-on experience will be provided to each student in a laboratory type environment. While working in the lab, students will learn patient positioning using life-sized replicas of the human adult body (phantoms). These phantoms contain simulated human skeletons and body organs and produce x-ray images which are very life-like in appearance. The energized labs and clinical area are equipped with test instruments designed to teach principles of radiation therapy technology quality assurance, and radiation protection.

Radiation Therapy Technology offers exciting possibilities for those who desire a career in the medical, technical field, and a unique position on the medical team. There are avenues for advancement through the "ranks" of the profession for those who desire such positions and the increased responsibilities they afford. Radiation Dosimetry, Management, and Education are open as career advancements in the field of Radiation Therapy Technology.

We, at Amarillo College, would be most happy to receive your application for admission into this exciting program. The next class will begin enrolling in "major" classes with the start of the next Fall semester. In this brochure you will find additional information which should answer most of your immediate questions and help you decide if this is the right career for you. Also in this brochure, you will find a program application and a detailed list of admission requirements. If you have additional questions, please feel free to call me at (806) 354-6063 or email tmtackitt@actx.edu. Student recruitment and admission practices and faculty recruitment and employment practices shall be nondiscriminatory with respect to race, color, creed, sex, age, handicap(s) or national origin.

Sincerely,



Tony Tackitt, M.Ed., R.T.(T)
Program Director
Radiation Therapy

IMPORTANT: Please carefully review the "Radiation Therapy Application Procedures" section of this document for detailed information on application procedures, forms, and deadlines.

Radiation Therapy

FREQUENTLY ASKED QUESTIONS

What is Radiation Therapy?

Use of radiation (x-rays, gamma rays, electron beams) in the treatment of human diseases, especially cancer.

How much does a Radiation Therapist earn?

Beginning salaries in Texas have increased in light of a deep statewide and nationwide shortage of radiation therapists during the late 1990s. Salaries of recent graduates have ranged from \$22-25 /hr, depending on geographic location within Texas. This amounts to starting salaries of about \$50,000/year throughout most of Texas.

Are jobs available for Radiation Therapy?

There have been severe shortages of radiation therapists both statewide and nationwide for a number of years now, which accounts for the high salaries! Radiation therapy schools have been busy accepting more students to address the shortage and as a result, the job market has been tightening. However, some program accreditation changes that started in 2009 could create another shortage of radiation therapists. While the state and national job markets have been evolving, the local market has always been tight due to the presence of this school and the influx of graduates wanting to stay in this area. While there are occasional job openings in Amarillo, I advise students not to depend on having employment opportunities in Amarillo and be willing to relocate to other areas.

Do I have to go to school to be able to treat with x-rays?

Yes. Texas state law requires completion of an accredited program like that offered at Amarillo College.

What does a Radiation Therapist do?

Radiation Therapy is a "people helping" profession and the Therapist:

- a. prepares patients for treatment
- b. positions patients for treatment
- c. operates the therapy equipment
- d. implements treatment programs that have been prescribed by the physician
- e. provides supportive care to patients and their family.

Is working with radiation dangerous?

Working with radiation can easily be safe and effective when the Therapist has been properly trained in radiation protection procedures. The typical radiation worker receives higher radiation exposures just being outside, living on planet Earth, than working in the field. Even at that, radiation safety practices are formally discussed in the curriculum.

Where do Radiation Therapists work?

Hospitals, outpatient clinics (such as the Harrington Cancer Center in Amarillo), doctor's offices, and educational institutions.

What degree would I earn if I completed the Radiation Therapy program?

Upon successful completion of this program, the student will be awarded an Associate in Applied Science degree. The graduate will also be eligible to take the national certification (Registry) examination. The Amarillo College Radiation Therapy Program is professionally accredited by JRCERT.

How long does it take to become a Radiation Therapist?

A minimum of 24 months, with major coursework lasting about 20 months, regardless of previous college credits, or minimum 16 months at Amarillo College if previously certified by the A.R.R.T (or an R.N.). A student can take as long as five years to complete the program. However, extending the program is not advisable and the Program Director must be consulted before deciding to extend the program beyond 20 months.

Can I work and go to Radiation Therapy school at the same time?

Yes, but work hours must be scheduled around your college courses. The Therapy program is often the equivalent of a full-time job and it is best if only part-time work is attempted. Currently, all Radiation Therapy specific courses are offered only during the daytime (though some general education courses are offered at night as well as during the day). Some labs may be held in the evening. Work schedules generally need to be confined to evenings and weekends only.

What is the level of math in this program?

College Algebra or other approved math course found in the college catalog represent the minimum math requirement for completion of the Radiation Therapy curriculum. (Note: Contemporary math is no longer accepted as an approved math course.)

Are there age restrictions for students in the Radiation Therapy program.

Yes, students must be at least 18 years of age to enter this program.

Who is eligible to get into Radiation Therapy classes?

Those who meet the following criteria:

- a. 18 years of age
- b. high school diploma or GED
- c. possess all civil rights. Only minor traffic violations are allowed by the national certification agency. Anything beyond such minor traffic violations (for example, DUI or controlled substance violations) must be cleared through the certification agency (note-the certification agency, the ARRT, gives the national licensing examination when you graduate, and you'll need to know whether or not they'll accept your case before you enter a radiation therapy program). Contact the American Registry of Radiologic Technologists (ARRT) at 651-687-0048 extension 540 to discuss any matter that concerns you in relation to this requirement. All students that become formally accepted into the program will also have to undergo a criminal background check. More details will be provided upon formal acceptance.
- d. good health

Are classes limited in size?

Yes. Therefore, admission is **not** automatic upon completion of an application to Amarillo College (student selection process is described in detail in the section entitled STUDENT SELECTION CRITERIA). It is important to note that acceptance into Amarillo College does NOT necessarily mean acceptance into the radiation therapy program. Application for the radiation therapy program is a process entirely separate from the general application to the college.

When do the Radiation Therapy classes begin?

The Radiation Specific classes begin in the Fall of each year. General education (basic non RAD) classes can be taken anytime.

Are Radiation Therapy classes offered in the evening?

While some labs may be held in the evenings, classes are generally held on weekdays between 7:45 a.m. and 5:00 p.m.

Are classes offered online?

The program began its first online course, Ethics & Law in Radiation Therapy, in Fall 2007. More courses will be offered online in the future with the goal being to offer the whole major curriculum online as soon as possible.

Can radiographers enter the Radiation Therapy program at Amarillo College?

Yes.

Radiographers and RN's that have graduated from accredited programs can be granted advanced standing in radiation therapy and can complete the program in 16 months (depending on transferability of general education coursework). If you are advanced standing eligible and are interested in our program, contact the program director for details and important separate application information.

Note: In order for a student to graduate from the radiation therapy program, he or she must fulfill each of the following requirements:

1. Complete each course in accordance with the general catalog with a minimum grade of "C"
2. Complete all clinical competencies for each clinical course.
3. Demonstrate skills in performing technical and treatment competencies outlined by the accrediting agencies.
4. Discharge all financial obligations to the college.
5. Make a formal application for graduation at the time specified by the Office of the Registrar.

Other degree requirements may be found in the *Amarillo College Catalog* available online at www.actx.edu.

Radiation Therapy

ABOUT THE CURRICULUM

The AC program, like most other college-based programs, consists of courses divided into two basic groups:

1. General Academic and related courses (“Basics”)
2. Major courses (radiation therapy specific)

The major courses are further divided into three groups:

1. Lecture (didactic) courses
2. Labs (on-hands experience in simulated technical situations)
3. Practicum course (Clinical courses. On-hands learning with live patient interactions at the medical affiliate)

The AC radiation Therapy program contains five Practicum courses (one for each of the five semester). During these practicum courses, the student radiation therapist will be assigned in a working radiation therapy department learning to deliver the radiation therapy treatments with direct supervision from the practicing radiation therapists at the clinical facility. Students cannot be paid for these duties.

The Amarillo College radiation therapy program also is one of only a handful of radiation therapy programs in the nation to have an on-campus energized lab with which to learn and practice radiation therapy techniques.

The following page contains a “breakdown” of the courses in the curriculum. While the radiation (RADR and RADT) classes are taken in the order shown, the non-radiation classes may be taken in any order. The listed order is merely a recommendation.

The Math requirement can be fulfilled by enrolling in any of the Mathematics courses outlined in the *Amarillo College Catalog*.

The Humanities/Fine Arts requirement can be fulfilled by enrolling in any of the Humanities/Fine Arts courses outlined in the *Amarillo College Catalog*.

The Social and Behavioral Science Elective can be fulfilled by enrolling in any of the Social and Behavioral Science courses outlined in the *Amarillo College Catalog*.

Radiation Therapy

PROGRAM DEGREE PLAN

| SUMMER SEMESTER, FIRST YEAR | | | | Hours Per Week | | |
|-----------------------------|------|-----------------------------|---------|----------------|-----|--------|
| Prefix | Num | Course Name | Sem Hrs | Lec | Lab | Clinic |
| *HITT | 1305 | Medical Terminology I | 3 | 3 | 0 | 0 |
| MATH | X3XX | *Approved math course | 3 | 3 | 0 | 0 |
| ENGL | 1301 | Freshman Comp. I | 3 | 3 | 1 | 0 |
| SPCH | 1318 | Interpersonal Communication | 3 | 3 | 0 | 0 |
| | | | | TOTAL | | 12 |

| FALL SEMESTER, FIRST YEAR | | | | Hours Per Week | | |
|---------------------------|------|-------------------------------------|---------|----------------|-----|--------|
| Prefix | Num | Course Name | Sem Hrs | Lec | Lab | Clinic |
| XXXX | X3XX | Humanities/Fine Arts Elective | 3 | | | 0 |
| RADR | 1317 | Radiographic Anatomy & Physiology I | 3 | 0 | 0 | 0 |
| or | | | | | | |
| *BIOL | 2401 | Human Anatomy/Physiology I | | | | |
| RADT | 1291 | Ethics & Law in Radiation Therapy | 2 | 2 (web) | 0 | 0 |
| RADT | 1401 | Introduction to Rad. Therapy | 4 | 3 | 3 | 0 |
| RADT | 1266 | Practicum I | 2 | 0 | 0 | 15 |
| RADT | 1205 | Technical Procedures I | 2 | 1 | 3 | 0 |
| | | | | TOTAL | | 16 |

| SPRING SEMESTER, FIRST YEAR | | | | Hours Per Week | | |
|-----------------------------|---|---------------------------------------|---------|----------------|-----|--------|
| Prefix | Num | Course Name | Sem Hrs | Lec | Lab | Clinic |
| RADR | 2340 | Sectional Anatomy for Medical Imaging | 3 | 3 (web) | 0 | 0 |
| RADR | 1318 | Radiographic Anatomy & Physiology II | 3 | 0 | 0 | 0 |
| or | | | | | | |
| *BIOL | 2402 | Human Anatomy/Physiology II | | | | |
| PHYS | 1305 | Introductory Physics I | 3 | 3 | 0 | 0 |
| ELECTIVE: | **Approved Social/Behavioral Science course | | 3 | 3 | - | - |
| RADT | 1267 | Practicum II | 2 | 0 | 0 | 15 |
| RADT | 2401 | Oncology I | 4 | 4 | 0 | 0 |
| RADT | 1142 | Quality Assurance in Rad Therapy | 1 | 1 | 1 | 0 |
| RADT | 1246 | Technical Procedures II | 2 | 1 | 3 | 0 |
| | | | | TOTAL | | 21 |

| SUMMER SEMESTER, SECOND YEAR | | | | Hours Per Week | | |
|------------------------------|------|--------------------------|---------|----------------|-----|--------|
| Prefix | Num | Course Name | Sem Hrs | Lec | Lab | Clinic |
| RADT | 2407 | Dosimetry I | 4 | 4 | 0 | 0 |
| RADT | 2271 | Technical Procedures III | 2 | 1 | 3 | 0 |
| RADT | 2266 | Practicum III | 2 | 0 | 0 | 19 |
| | | | | TOTAL | | 8 |

| FALL SEMESTER, SECOND YEAR | | | | Hours Per Week | | |
|----------------------------|------|--------------|---------|----------------|-----|--------|
| Prefix | Num | Course Name | Sem Hrs | Lec | Lab | Clinic |
| RADT | 2367 | Practicum IV | 3 | 0 | 0 | 22 |
| RADT | 2309 | Dosimetry II | 3 | 3 | 0 | 0 |
| RADT | 2403 | Oncology II | 4 | 4 | 0 | 0 |
| | | | | TOTAL | | 10 |

| SPRING SEMESTER, SECOND YEAR | | | | Hours Per Week | | |
|------------------------------|------|---------------------|---------|----------------|-----|--------|
| Prefix | Num | Course Name | Sem Hrs | Lec | Lab | Clinic |
| RADT | 2366 | Practicum V | 3 | 0 | 0 | 22 |
| RADT | 1271 | Technology Research | 2 | 1 | 4 | 0 |
| | | | | TOTAL | | 5 |

*Be sure you have taken (or will take) the 3 credit hour Medical Terminology course (HITT 1305) and **NOT** the 2 credit hour Medical Terminology offered through the nursing division.

TOTAL CREDIT HOURS 72

NOTE: Any or all courses on this official curriculum, which are in ALL CAPS may (and should, in order to better the applicants chance of acceptance into the program) be taken IN ADVANCE of beginning the medical (RAD) portion of the Radiation Therapy Program, or may be taken concurrently with the RAD courses, as shown. All request for transfer credit must be approved through the Registrar's Office.

* **Human A&P I and II can substitute for Radiographic A&P and is recommended.**

**See general catalog for courses that satisfy Social/Behavioral Science Elective

Radiation Therapy

ADMISSION PROCEDURES

PLEASE READ THIS SECTION CAREFULLY

Admission into the Radiation Therapy program at Amarillo College is NOT automatic. The applicant must complete a “portfolio” consisting of the admissions documents listed below and on the program application. The portfolio includes submitting written forms, observing online orientation YouTube videos, and a “follow-up visit.” Note: the student MUST fill out a separate application to Amarillo College IN ADDITION to the application documents found in this packet. Please contact the Amarillo College Registrar for a general college application at 806-371-5030 or 806-371-5175.

APPLICATION PROCEDURES (note: the applicant must be at least 18 years of age on, or before, the first-class day of any radiation therapy curriculum class).

IMPORTANT: ALL application materials, including all transcripts, must be sent in one large manila-type envelope (or any envelope or postal envelope large enough to contain all of the application portfolio documents). Please have colleges/universities send transcripts to YOU. Then, without opening their envelope, include the transcripts and all other application forms, shot records, etc., in the envelope that you will send to me. Please wait to send in your application portfolio until the portfolio is complete. Do not send application documents pieces at a time. The required follow-up visit cannot be scheduled until the required portfolio have been received by the program director.

REQUIRED PORTFOLIO FORMS AND PAPERWORK:

1. **Transcripts** from all colleges/universities must be on file in the Office of the Registrar and in the office of the Program Director by the time of the “follow-up visit” (described momentarily).
 2. Immunization Requirements: Colleges in Texas that have health career programs must require the students enrolled in these programs to obtain the following immunizations:
 - Tetanus/diphtheria (must have had ONE dose within the past 10 years)
 - Measles (those born since January 1, 1957 must have two doses since 12 months of age).
 - Mumps (those born since January 1, 1957 must have at least 1 dose since 12 months of age).
 - Hepatitis B: This is a series of immunizations that take many months to complete. The series must be completed before the student can attend any Practicum (clinical) courses in the program. The students must submit documentation that the series has been started and must include a written statement by the student as to the expected completion date for the series.
 - Varicella (chickenpox): proof of vaccination or immunity (by physician note documenting the almost or by checking titers, a lab test that can verify immunity) must be documented. **If you have had the vaccine or the illness, do NOT re-vaccinate!**
 - TB: The applicant does NOT HAVE to submit a tuberculin test with the portfolio. If the applicant is accepted into the program, the applicant will then be directed to obtain a TB test.
 3. The applicant must complete the “**Program Application Form**” which is part of this application packet.
 4. The applicant must sign the Division of Allied Health “**Release and Waiver of Liability**” form found in this packet.
 5. The applicant must complete the “**Information Acknowledgment Form**” found in this document
 6. The student must view the online orientation videos and submit the “Orientation Keywords” Sheet (also referred to as the online orientation sheet). **Please e-mail the program director at tmtackitt@actx.edu to request the links to the online orientation videos.**
-

Radiation Therapy

ADMISSION PROCEDURES

(Continued)

OTHER REQUIRED PORTFOLIO PROCEDURES:

- 1. Civil Rights Requirement:** The applicant must possess all of his/her civil rights at the time of application. Anyone who has been convicted of a felony offense or ANY offense other than a minor traffic violation, will be required to document the details of the conviction with the American Registry of Radiologic Technologists (ARRT) to obtain a ruling concerning the permissibility of ARRT certification. If the ARRT rules that the felony prevents the applicant from future consideration, the application for program admission to the therapy program at Amarillo College must be denied until such time that the ARRT a reverse its position. ARRT can be reached at 651-687-0048 extension 540. All students accepted into the program will also be instructed to undergo a criminal background check at approximate cost of \$60.
- 2. Online Orientations:** The applicant will complete the online orientation videos, as described earlier.
- 3. Health:** The applicant must have good personal health so as to not pose a safety risk to patients or personnel. If accepted into the program, the student will be required to complete a form verifying their ability to perform the tasks necessary in order to fulfill the job description of a radiation therapist. A medical release, signed by a medical doctor, may be required to document that this criteria can be met. Otherwise, no additional documentation is necessary.
- 4. Follow up Visit:** Upon completion of the six items listed in the portfolio paperwork (previous page), the applicant will contact the program director to request a “**Follow-Up Visit.**” The follow-up visit will also include a Point Total Assessment where you will receive a written estimate of your points accumulated at the time of the follow-up (note: you can continue to accumulate more points after the Point Total Assessment until the deadline May 20th of each year). **IMPORTANT: This follow-up visit cannot take place until ALL 6 of the application documents from the previous page have been turned in to the Program Director. If you live outside the 806 area code the follow-up can be done by phone instead of in person.**
- 5. Clinical Site Visit:** During the “follow-up”, I will give you instructions on setting up your required clinical site visit. The applicant must visit a local radiation therapy department and observe its operation for a minimum of four clock hours. A special form, found in this document, describes the clinical visit in more detail and will serve to document that you have completed this requirement. *Note: If you live outside the 806 area code, contact me at any time via email and I will reply with instructions on how to get your own clinical site visit set up (hopefully) near your area.*

DEADLINES:

- The Required Portfolio Documents (transcripts, shots, application form, waiver, information acknowledgment, keywords) must be received IN ONE MANILA TYPE FOLDER no later than **May 1st** of each year.
- Follow-Up Visits can be scheduled no later than **May 1st** of each year
- Portfolio information (e.g. updating transcripts to accumulate more points) must be updated no later than **May 20th** of each year

The application portfolio should be sent to:
Tony Tackitt
Amarillo College
PO Box 447
Amarillo TX 79178

Portfolio documents may also be sent electronically (if available/applicable) to tmtackitt@actx.edu

Radiation Therapy

STUDENT SELECTION CRITERIA

The Radiation Therapy Technology program currently accepts ten (10) new students per year. As we usually have more applicants than we have admission slots, students are selected for acceptance into the program on a point basis.

The radiation therapy program applicant pool will be reviewed each year to select the candidates for admission into the radiation therapy program to begin with the start of the regular Fall semester in that same calendar year.

A point assessment will be given to the applicant at the time of the orientation. The point assessment will provide the applicant with an informal **estimate** of the number of points they might have at the time of the interview.

The points will be determined as follows:

1. **COMPLETION OF PREVIOUS COLLEGE GENERAL EDUCATION COURSES** applicable to the Radiation Therapy AAS Degree as listed in the official Program Degree Plan.

Each completed “non-RAD” (“General Education”) course will earn points based on the final grade earned.

| <u>General Education/Related Courses*</u> | <u>Anatomy & Physiology I and II</u> | <u>Approved Math **</u> |
|---|--|-------------------------|
| A=5 points | A=7 points | A=6 points |
| B=3 points | B= 4 points | B=4 points |
| C=1 point | C=1 point | C=1 point |
| D & below=0 | D & below=0 | D & below=0 |

* ALL non-RAD classes except Anatomy & Physiology I and II, approved math

** NOTE: Contemporary Math is no longer accepted as an approved math course.

2. **PREVIOUS COLLEGE EXPERIENCE** (regardless of major field)-documented by previous college transcripts

30-59 semester credit hours =1 point*

60-89 semester credit hours =2 points*

90-120 semester credit hours =3 points**

120 or more semester credit hours =4 points **

*must have maintained a 3.4 or greater overall GPA to earn these points

**must have maintained a 3.0 or greater overall GPA to earn these points

If multiple transcripts are submitted, only the transcript with the highest number of credit hours will be considered for these points.

COMPLETION OF PREVIOUS DEGREE (up to 4 points):

Completion of any other 2 year degree=1 point (in addition to points listed above)

Completion of any other 4 year degree=3 points (in addition to points listed above)

3. **COMPLETION OF THE FOLLOWING RELATED COLLEGE LEVEL COURSES** (up to 4 points):

Trigonometry level math or higher (2 points each for an “A”, 1 point for a “B”), general psychology (1 point for an “A”), interpersonal communications (1 point for an “A”). Additionally: Sociology of Death & Dying (SOCL 1371) (4 points for an “A”, 2 points for a “B”).

4. **COMPLETION OF ALL GENERAL EDUCATION CLASSES** with a minimum “C” grade in each class=3 points
COMPLETION OF ALL GENERAL EDUCATION CLASSES with a minimum “B” grade in each class=6 points
COMPLETION OF ALL BUT ONE GENERAL EDUCATION CLASS with a minimum “B” grade in each class=4 points

5. **COMPLETION OF AT LEAST 7 GENERAL EDUCATION CLASSES** with a minimum “A” grade in each class =2 additional points

6. **TECH PREP** (maximum 6 points)

For applicants **currently** enrolled in high school in a tech prep program:

5 points for tech prep overall curriculum grade average of 95% or above

3 points tech prep overall curriculum grade average of 90 -94%

1 point for tech prep overall curriculum grade average of 85-89%

Radiation Therapy

STUDENT SELECTION CRITERIA

(Continued)

7. **COLLEGE LEVEL HONORS** : to be reviewed by Program Director
Dean's List (minimum of 3.4 GPA as a full-time student): 1 point per honor up to 3 points (documentation required)
4.0 GPA: 3 points for full-time student (12 credit hours) during a long semester (Fall, Spring) up to 9 points

All students that have COMPLETED an application will be notified by letter of their ranking no later than Memorial Day the year of application. The top 18 applicants will be invited to a final interview in Amarillo that will be held the 3rd Saturday of June. Each applicant will be interviewed by a panel of Harrington Cancer Center radiation therapists. The students should prepare for a typical job interview. The interviews will be worth up to 1/4 of the points earned by the 5th place applicant (typically between 8-15 points). The points earned during the interview will be added to the applicant's point total to determine each applicant's final point total. The top 10 point totals after the interviews will be accepted into the program. If the applicant is accepted into the program, they will receive an acceptance letter that must be signed and returned by a deadline that will be stated on the letter. **If the applicant accepts the appointment but misses any deadline for returning acceptance forms, the portfolio will be considered "inactive" and the applicant will lose their "spot."**

NOTE: Applicants must have at least 18 points to be considered for the interview. If there is not a sufficient pool of candidates, the interview process will take place as described with all of the candidates having at least 18 points participating. In the event there are fewer than 10 such candidates, applicants with at least 18 points will be accepted into the program, and the application process will remain open until such time that the program is able to fill the 10 spots with students having at least 18 points.

If the applicant ranks beyond the allotted number of students that can be accepted, he or she will be placed on a "stand-by" list that retains their rank order. The stand-by applicants will be moved up in rank as any notifications are received back from those who decline their appointments or do not respond within the deadline period. If an applicant moves up into a position that makes him/her eligible for the Fall Semester Class Roster, he/she will be IMMEDIATELY notified in writing and asked to either accept the appointment or decline by a deadline specified in the notification letter. **Again, such a response deadline will be strictly enforced.**

After the Fall semester begins, all portfolios of those applicants not offered a class roster appointment (received before the application deadline) will be de-activated and kept on file until the end of that Fall semester. Any applicant who was not accepted into the class this year may petition to have his/her portfolio reactivated to be ranked anew during the application process for the following year. This petition must be made in writing to the Radiation Therapy Program Director no later than the conclusion of the Fall Semester (mid-December) Portfolios that are not thus re-activated by this deadline will be discarded at the end of the Fall semester. Thereafter, if an applicant decides to apply for next year or any subsequent year, a completely new portfolio must be assembled and submitted.

Applicant must maintain a current mailing address and current address in his/her portfolio. It is the responsibility of the applicant to keep contact information current for the purpose of receiving correspondence from the Radiation Therapy Program. Not maintaining a current address with the Program Director will result in invalidation and subsequent discarding of the application. Any notification letter that is returned to the college by the post office as undeliverable will be discarded.

Most communications will be via e-mail. It is critical that your e-mail address be up to date, and that you check your e-mail regularly – especially as it gets close to and after the application deadline.

Additionally, it is up to the student to update documents in relation to the student's point totals. That is, for example, it is up to the student to initiate and provide updated transcripts, etc. that can be used to bolster the student's point total. The Program Director will only require an initial set of transcripts. If the student continues with college courses during the remaining portion of the application period, it is up to the student to send updated transcripts (or any other documentation for points) to the Program Director.

Again, please send all Radiation Therapy Application materials to:
Tony Tackitt
Amarillo College
P. O. Box 447
Amarillo, TX 79178

Amarillo College
Radiation Therapy
PROGRAM APPLICATION

INSTRUCTIONS: Please PRINT or TYPE this application form. Complete ALL items. Information must be current. If the applicant's name, address, or telephone number changes after this application has been filed, it is the responsibility of the applicant to update the information with the program director IMMEDIATELY. Failure to maintain a current application could jeopardize the position of the applicant on the applicant roster.

Social Security Number: _____ - _____ - _____ Date of Application: _____

Name of applicant: _____
LAST FIRST M

Home Address _____
STREET OR P O BOX
CITY STATE ZIP CODE

Home Telephone Number: () _____ Work Telephone Number: () _____

Cell #(if applicable) _____ E-mail(if applicable) _____

Relative Telephone Number: () _____ Name: _____
(other than parent or spouse)

Emergency information:

Person to Contact: _____ Relationship: _____

Telephone Number(s): _____

Previous Education (circle all that apply):

- | | | |
|------------------|---------------------|---------------------|
| G.E.D. | High School Diploma | College Certificate |
| Associate Degree | Bachelor's Degree | Masters Degree |

How did you learn of the Radiation Therapy program at Amarillo College?

- | | |
|--|--|
| <input type="checkbox"/> COLLEGE CATALOG | <input type="checkbox"/> CAREER DAY |
| <input type="checkbox"/> HIGH SCHOOL COUNSELOR | <input type="checkbox"/> PHYSICIAN |
| <input type="checkbox"/> FRIEND | <input type="checkbox"/> RELATIVE |
| <input type="checkbox"/> ADVERTISEMENT | <input type="checkbox"/> OTHER (PLEASE LIST) _____ |

Have you ever been convicted of a felony or any offense other than minor traffic violation?

- NO YES

I certify that the information given on this application form is current, complete, and correct. I acknowledge that deliberate omissions or falsifications may subject me to immediate dismissal from Amarillo College.

Date: _____ Signed _____

FOR COLLEGE USE ONLY:

date application form received: _____

date application completed: _____

Amarillo College
DIVISION OF ALLIED HEALTH

STATE OF TEXAS §
 §
COUNTY OF POTTER §

RELEASE AND WAIVER OF LIABILITY

AGREEMENT OF RELEASE made this day between AMARILLO JUNIOR COLLEGE DISTRICT (“Amarillo College”) and _____ (“Student”).
print full legal name of student or applicant

In consideration of Student being permitted to enroll at Amarillo College in the Radiation Therapy program and the acknowledgment of Student of the following facts:

1. That student will be required, as part of the normal educational process towards Student’s degree or certificate to be placed in a teaching environment including, but not limited to, local medical facilities, offices of local practitioners, ambulances, medical laboratories, and other medical environments (hereinafter called “medical affiliates”), Student may be exposed to conditions which could cause bodily injury and/or death and may be exposed to patients afflicted with terminal or potentially terminal disease processes which may be of a contagious nature; and,
2. That Student will first be provided, as part of the normal educational process toward Student’s degree or certificate with detailed information about the nature, risks and preventive measures related to communicable diseases of a terminal or potentially terminal nature prior to the assignment of Student in an environment where these diseases are known to be present; and,
3. That Student could be exposed to high risk toxic substances in the medical affiliates, but will first be provided with information concerning prevention from becoming ill with same.

Student does hereby:

1. Authorize Amarillo College officials to place Student into the respective medical affiliates as they deem necessary for the completion of Student’s educational program;
2. Release, waive, and covenant not to sue Amarillo College, its officers, agents, employees, and persons or entities acting together with Amarillo College in its education programs (hereinafter called “Releasees”) from all liability to Student for any and all loss or damage, and any claims or demands whatsoever therefore on account of injury to the person or property or resulting in the death of Student or emanating from exposure to said disease processes and toxic substances, or any of these, whether caused by the negligence of Releasees or otherwise while the Student is on or within any of the program medical affiliates;
3. Indemnify and hold harmless Releasees from any loss, liability, damage or cost that Student may incur due to the presence of Student in or upon any of the medical affiliates or in any way observing for any purpose or participating in the educational process in said medical affiliates; and,
4. Assume full responsibility for any and all risks due to participation in the normal educational process in the medical affiliates described above.

Student expressly acknowledges and agrees that the activities described above could be dangerous and involve the risk of injury and/or death and/or contracting terminal or potentially terminal disease processes and exposure to high risk toxic substances.

The UNDERSIGNED expressly agrees that the foregoing Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Texas and if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The UNDERSIGNED is at least eighteen years of age and has read and voluntarily signed the Release and Waiver of Liability and Indemnity Agreement, and agrees that no oral representations, statements or inducements apart from the foregoing written Agreement have been made.

I have read this document. I understand it is a release of all claims. I understand I assume all risks inherent in the educational process and clinical experience conducted in the medical affiliates of Amarillo College as part of my progressing toward a degree or certificate as set out above. I voluntarily sign my name evidencing my acceptance of the above provisions.

Dated this _____ day of _____, 20____

Signed: _____

(full legal name)

Amarillo College
Radiation Therapy
ONLINE VIDEO ORIENTATION
KEYWORDS

Contact the Program Director at tmtackitt@actx.edu to receive the links to the online orientation videos. There will be a number of videos to watch. For each video (each section) you will have at least one but no more than three keywords. The keywords will be announced by the Program Director at various points during the video. Write down each keyword as it is stated. Note: keywords may be repeated from one section to another. These keywords must be turned in as part of your application portfolio to verify that you have watched and understand the information delivered during the orientations. Once you have watched the series of videos, filled out this page AND turned in the required paperwork, contact the Program Director to set up the "follow-up" visit.

Introduction:

1. _____ 2. _____ 3. _____

FAQs Part 1:

1. _____ 2. _____ 3. _____

FAQs Part 2:

1. _____ 2. _____ 3. _____

Degree Plan Part 1 (Gen Eds):

1. _____ 2. _____ 3. _____

Degree Plan Part 2 (Gen Eds):

1. _____ 2. _____ 3. _____

Admission Procedures Part 1:

1. _____ 2. _____ 3. _____

Admission Procedures Part 2:

1. _____ 2. _____ 3. _____

Student Selection Criteria:

1. _____ 2. _____ 3. _____

More Forms:

1. _____ 2. _____ 3. _____

Expense List/Financial Aid:

1. _____ 2. _____ 3. _____

RTT as a Career Part 1:

1. _____ 2. _____ 3. _____

RTT as a Career Part 2:

1. _____ 2. _____ 3. _____

Radiation Therapy

CLINICAL SITE VISIT

Each applicant seeking admittance into the Radiation Therapy program will be required to visit a Radiation Therapy Technology Department to observe its operation for a minimum of FOUR clock hours.

To make a clinical site visit appointment, the applicant should follow these steps:

1. The appointment will typically be made during the orientation. Again, the orientation cannot take place until items specified in the Admissions Procedures section of this document have been turned in to the Program Director.
2. Please honor this appointment day and time, or call to cancel or re-schedule if necessary.
3. As stated, the minimum visitation time is four clock hours. You may stay longer if you wish. Remember, the purpose of this visit is to permit you to see “behind the scenes” and to speak with those already working in the radiation therapy profession to hear their pros and cons about the job. So, stay as long as you need until you are fairly sure that this is the career choice suited for you.
4. When you go for the visit, **dress in a manner appropriate for a professional environment.** Please do not wear blue jeans, tennis shoes or T-shirt type shirts. Female applicants should not wear strong perfumes or heavy make-up. Flats are also preferred over high heeled shoes. No shorts of any kind, no open-toe shoes. **Shirts must have a collar and sleeves. ALL applicants should wear dress pants (no skirts or dresses).**
5. During the visitation, please remain in each designated area as assigned. If you have questions, do not hesitate to ask. Be careful, however, of asking questions while in the presence of a patient. Wait until the patient has left the area.
6. Return the lower part of this form to the Program Director as soon as you have completed the visit.

Name of applicant: _____

Date of Visitation: _____ Appointment Time: From _____ to _____

Signed: _____ RT(T)

Radiation Therapy

APPLICATION CHECKLIST

Before submitting your application portfolio, use this form to check off each item listed below (as applicable) to be certain that you have included ALL required forms and documentation. THIS LIST IS FOR YOUR PERSONAL USE, **DO NOT MAIL THIS FORM BACK TO ME.**

Important instructions:

1. Gather up/fill out all data from SECTION A (below) and mail or hand-deliver in a single packet.
2. Unless hand-delivered to me, allow one week for delivery of documentation, then call me (806-354-6063) or email me (tmtackitt@actx.edu) to request a follow-up visit.
3. During the follow-up, we will assign a time/date for your clinical visit and discuss any other necessary paperwork. We will also go over transcripts and assign "points".

Your portfolio will not be considered complete until you have turned in/verified the following items.

I have turned in/documented the following:

SECTION A: TO BE TURNED IN *BEFORE* CONTACTING PROGRAM DIRECTOR FOR AN ORIENTATION

_____ All transcripts have been turned in to Program Director from any previous college, including Amarillo College.

Note: to update transcripts for future point considerations, you will need to send an updated official transcript.

_____ (IMMUNIZATIONS)

_____ Tetanus/Diphtheria immunization (tetanus must be within the last 10 years)

_____ Measles

_____ Mumps

_____ Varrcella (chicken pox) **Important: Do not re-vaccinate for chicken pox.**

_____ Hepatitis B (See "Admission Procedure" section for details)

_____ Program Application form

_____ "Release and Waiver of Liability" form

_____ Information Acknowledgment form

_____ Keywords sheet for online orientation

SECTION B CAN BE TURNED IN/DOCUMENTED DURING OR AFTER THE FOLLOW-UP VISIT

_____ Follow-up _____ Date of follow-up

_____ Clinical visitation _____ Date of visitation

IMPORTANT DATES:

*No follow-ups will be scheduled after May 1st. Portfolio must be completed and received by May 1st.

*The portfolio must be updated no later than ***May 20th*** of the year the student is applying for admission.

All students must meet the requirements of the Texas Success Initiative by taking either the THEA or the ACCUPLACER. These assessments are mandated by law, and measure skills in reading, math and writing. Call Testing Services at 371-5445 for the assessment schedule.

Radiation Therapy

EDUCATIONAL EXPENSE LIST

If you are a recognized resident of the Amarillo Junior College District, the following list reflects the **approximate** education costs associated with the Radiation Therapy program. The figures assume that you are taking all courses each semester as listed in the official degree plan found elsewhere in this document. These figures are only approximations, current tuition rates can be found in the *Amarillo College Catalog*.

| | | |
|-----------------|--------------------------------------|-------------------|
| FIRST SEMESTER | Tuition and Fees (12 semester hours) | \$468.00 |
| | Textbooks | 440.00 |
| | Malpractice Insurance | 57.00 |
| | Immunization (hepatitis B) | 150.00 |
| | TOTAL | |
| | | \$1115.00 |
| | | |
| SECOND SEMESTER | Tuition and Fees (16 semester hours) | \$623.00 |
| | Textbooks | 350.00 |
| | Malpractice Insurance | 57.00 |
| | TOTAL | |
| | | \$1030.00 |
| | | |
| THIRD SEMESTER | Tuition and Fees (18 semester hours) | \$700.50 |
| | Textbooks | 120.00 |
| | Malpractice Insurance | 57.00 |
| | TOTAL | |
| | | 877.50 |
| | | |
| FOURTH SEMESTER | Tuition and Fees (8 semester hours) | \$313.00 |
| | Malpractice Insurance | 57.00 |
| | TOTAL | |
| | | \$370.00 |
| | | |
| FIFTH SEMESTER | Tuition and Fees (11 semester hours) | \$429.25 |
| | Malpractice Insurance | 57.00 |
| | TOTAL | |
| | | \$486.25 |
| | | |
| SIXTH SEMESTER | Tuition and Fees (5 semester hours) | \$ 196.75 |
| | Malpractice Insurance | 57.00 |
| | TOTAL | |
| | | \$253.75 |
| | | |
| | PROGRAM TOTAL: | \$4,132.50 |

If you are a recognized resident of Texas, but not a recognized resident of the Amarillo Junior College District, your total expense will be approximately \$5,700.00. If you not a recognized resident of Texas, your total expense will be approximately \$9,201.00.

IMPORTANT NOTE: The totals listed here are often **SIGNIFICANTLY** higher than what the student typically ends up paying, as students have usually completed about 1/3 of the program (general education classes) prior to enrolling in radiation therapy classes. For example, if a student is a resident of the Amarillo College District and has already completed eight of the nine required general education courses, the total cost for the program would be reduced to approximately \$3,193.00. Out of state cost for the same circumstances would be a total of \$7,097.00 for the entire 20+ month curriculum. Radiographers entering the 16 month program would likewise see further cost reductions.

Residency requirements and other tuition information are contained in the college catalog. You may also contact the Amarillo College Assistance Center for information relative to residency requirements.

Radiation Therapy

FINANCIAL ASSISTANCE

Financial assistance may be described as any means of reducing a student's educational costs. Such costs include direct expenses (e.g. tuition, fees, textbooks, supplies) and indirect expenses (e.g. room and board, transportation, personal expenses).

Assistance is available to many students through state, federal, and local government; through many private sources, such as industrial, service, civic, and fraternal groups; as well as directly through colleges and universities.

The objective of the Financial Aid Office at Amarillo College is to provide financial assistance to students who, without such assistance, would not be able to pursue higher education. The financial assistance offered at Amarillo College is in various forms, including loans, scholarships, grants, campus employment, or a combination of these.

Awards are contingent on available funds and are made on the basis of financial need, scholastic achievement, or other qualifications required by the donors of the funds. The financial need of a student is the difference between the reasonable expenses of an academic year and the amount which a student and his/her family can reasonably be expected to contribute toward these expenses.

Amarillo College requires students who apply for financial assistance, in any form, to submit a Free Application for Federal Student Aid (FAFSA) form. The form may be obtained from high school counselors, the Financial Aid Office at Amarillo College or online at www.fafsa.ed.gov.

Students planning to request financial assistance should be advised that the application process can be tedious and requires several weeks to complete. Therefore, students should apply as early as possible as application deadlines are set well in advance of the beginning of the school year.

Ask about these major sources of funding when you contact the Financial Aid Office:

1. Amarillo College Foundation scholarships
2. Stafford loans
3. Pell Grant
4. Workforce Investment Act
5. Supplemental Educational Opportunity Grant (SEOG)
6. Texas Public Educational Grant
7. College Work-Study Program
8. Texas Rehabilitation Commission assistance
9. Veteran's assistance
10. Scholarships

Amarillo College accepts credit card (Visa, MasterCard, Discover, American Express) payment for tuition, fees, and textbooks.

The Financial Aid Office can be reached by dialing **(806) 371-5310**. Office hours are 8:30 am - 5:00 pm Monday – Friday.

For more information regarding tuition, fees, and any other institutional questions, and for a general application for admission (this is needed in addition to applying for the radiation therapy program), contact:



Amarillo College
AskAC
P.O. Box 447
Amarillo, TX 79178
806.371.5000
askac@actx.edu
