

# COMPUTED TOMOGRAPHY

GATEWAYCC.EDU/HEALTHCARE-CONTINUING-EDUCATION

[INFORMATION PACKET]



HEALTH SCIENCES



GATEWAY  
COMMUNITY COLLEGE  
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The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at [gatewaycc.edu](http://gatewaycc.edu)

## Computed Tomography

Dear Prospective Student:

Thank you for your inquiry into the Certificate of Completion (CCL) in Computed Tomography at GateWay Community College.

GateWay Community College offers a sequence of Computed Tomography courses to work towards a Certificate of Completion for Computed Tomography (CT). The intent of the CT courses contained in this post-primary imaging pathway is to provide you with educational opportunities that may help you to be successful with the American Registry of Radiologic Technologist (ARRT) certification exam and in advancing your imaging career.

Why else should I enroll in this Certificate of Completion?

**Accreditation** in the healthcare setting now requires certification and registry for employment as it directly relates to *reimbursement conditions* in Medical Imaging.

Acute care setting – currently many employers are requiring the technologist to successfully complete the ARRT post-primary certification exam within a one year's time to assure continued reimbursement.

Non-hospital setting – the Medicare Improvements for Patients and Providers Act (MIPPA) requires non-hospital providers to obtain accreditation in early 2012. As accreditation for the providers continues, the technologist will need to be prepared by completing their post-primary examination successfully to maintain continued reimbursement.

For the Registered Technologist in Radiography, **continuing education credits** are also a required component in maintaining your ARRT or NMTCB registry nationally and your MRTBE license for Arizona.

After reading the Continuing Education Information Packet for Computed Tomography, if you have questions or if you need assistance in registering at GateWay please feel free to contact Zachery Sanders in Post Primary Education by phone 602.286.8477 or email at [Zachery.Sanders@gatewaycc.edu](mailto:Zachery.Sanders@gatewaycc.edu).

Please note that the CCL curriculum and CT Courses will be revised periodically. It is the student's responsibility to check for changes that may occur.

Sincerely,

Tabatha Hatfield, MA, RT(R), RDMS, RVT  
Post-Primary Health Care Coordinator  
GateWay Community College  
602.286.8483  
[tabatha.hatfield@gatewaycc.edu](mailto:tabatha.hatfield@gatewaycc.edu)

Zachery Sanders  
Administrative Specialist Sr  
Gateway Community College  
602-286-8477  
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## Table of Contents

CONTINUING EDUCATION MISSION .....	5
A CAREER OVERVIEW .....	5
CERTIFICATE OF COMPLETION (CCL) IN COMPUTED TOMOGRAPHY – OVERVIEW .....	6
MENTAL & PHYSICAL DEMANDS .....	6
CCL in CT – Effectiveness s Goals.....	6
CONTINUING EDUCATION – CERTIFICATE OF COMPLETION (CCL) IN COMPUTED TOMOGRAPHY .....	7
ESTIMATED COSTS .....	8
ADMISSION CRITERIA .....	9
IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS .....	9
FREQUENTLY ASKED QUESTIONS.....	11
ACCREDITATIONS .....	12
CONFIDENTIALITY STATEMENT.....	12
POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE .....	13
EEO Statement .....	13
College Communication.....	13
CONTACT INFORMATION .....	14
CCL in CT Information & Checklist .....	14
STUDENT SERVICES .....	15
ADMISSION DISCLAIMER – CERTIFICATE OF COMPLETION IN COMPUTE D TOMOGRAPHY .....	16

## CONTINUING EDUCATION MISSION

The mission of Healthcare Continuing Education is three-fold:

- Provide continuing education opportunities to the graduates of each of the health science disciplines that GateWay provides.
- Organize special events for our community's healthcare professionals.
- Respond to the emerging needs of the healthcare community.

Continuing Education assists other disciplines in offering additional opportunities for working healthcare professionals. Educational opportunities include one day seminars, short or long-term courses for credit and non-credit.

## A CAREER OVERVIEW

Source: <https://www.arrt.org/pages/earn-arrt-credentials/credential-options/computed-tomography>

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### COMPUTED TOMOGRAPHY (CT) TECHNOLOGIST

Computed tomography (CT) technologists use ionizing radiation to create three-dimensional (3D) images for diagnostic purposes. They work in hospitals, clinics, labs, and outpatient centers.

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### COMPUTED TOMOGRAPHY (CT) CAREERS

Technologists working in CT produce cross-sectional x rays using a rotating x ray unit. A computer then uses these images to create a 3D image used for diagnosis. American Registry of Radiologic Technologist certification is voluntary, but those beginning a career in CT will find that it is required by many healthcare employers. ARRT doesn't provide a list of job postings within the profession. However, computed tomography (CT) technologists seeking a position may want to check the American Society of Radiologic Technologist job bank ([ASRT JobBank](#)).

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### COMPUTED TOMOGRAPHY (CT) CERTIFICATION

The American Registry of Radiologic Technologists (ARRT) offers [computed tomography \(CT\)](#) certification and registration as part of its mission to recognize qualified individuals in medical imaging, radiation therapy, and interventional procedures. To be eligible for ARRT Computed Tomography (CT) certification, candidates must already hold ARRT registration in [radiography, nuclear medicine technology](#) (registration through NMTCB is also accepted), or [radiation therapy](#), meet ethics requirements, document clinical experience, and pass the ARRT certification examination in computed tomography (CT).

Annual renewal of registration is required to maintain the ARRT credential.

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### COMPUTED TOMOGRAPHY (CT) CONTINUING EDUCATION (CE)

Once certified in computed tomography (CT), Registered Technologists (R.T.s) must complete 24 Category A or A+ continuing education (CE) credits each biennium — a two-year period that begins at the start of his or her birth month.

Technologists already registered in a discipline who become certified in additional disciplines maintain their original CE reporting schedule based upon their initial certification. The continuing education requirement is 24 credits, regardless of the number of ARRT certificates held by a registrant. Technologists who become certified in computed tomography (CT) within a biennium meet the CE requirement for that biennium.

For more information, check out the [Continuing Education Requirements for Renewal of Registration](#). Looking for CE credits? Check out [CE|R.T.](#)

In addition, any certifications earned in any category beginning January 1, 2011, are time limited to 10 years, at which time R.T.s will need to demonstrate continued qualifications as part of the [Continuing Qualifications Requirements \(CQR\)](#).

## **CERTIFICATE OF COMPLETION (CCL) IN COMPUTED TOMOGRAPHY – OVERVIEW**

CT course work is completed as a part-time, evening sequential courses leading to a Certificate of Completion in Computed Tomography. The Computed Tomography certificate usually begins in August, ending in May of the following year (two semesters using the academic calendar).

The clinical practice may include days, weekends, and evenings. Limited personal leave will be granted for sickness and vacations.

The Computed Tomography certificate is academically rigorous in nature, involving science, math, and technical aspects of Computed Tomography. The total length of the program is 9.5 months.

To be eligible for enrollment, perspective students must be:

- Certified by the American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy, **OR**;
- Certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine **AND**
- Complete program CT Courses to include DMI/DMS/ICE220/NUC220, and DMI/ICE223 (or NUC250) with a grade of "C" or higher, **OR** permission of Instructor.

Program graduates must comply with the ARRT "Rules of Ethics". One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction, as used in this provision, includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjunction of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Individuals who have violated the Rules of Ethics may request a review by the ARRT of the violation in order to obtain a ruling of the impact on their eligibility for the post-graduate ARRT examination. This review may be done either before or after entry into GateWay's certificate of completion. Contact: American Registry of Radiologic Technologists at 651.687.0048. Please be advised that fingerprinting and criminal background checks are a college requirement and a level 1 fingerprint clearance card must be obtained prior to entrance to the certificate of completion.

GateWay does not have the ability to take transfer students nor does it have the legal expertise and is not able to address ARRT level questions you may have.

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### **MENTAL & PHYSICAL DEMANDS**

It is essential that Computed Tomography students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Computed Tomography also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should consider the mental and physical demands of the program prior to making application.

#### **CCL in CT – Effectiveness s Goals**

Students will be able to perform examinations competently.

Students will communicate effectively.

Students will develop critical thinking skills.

Students will demonstrate professionalism

## CONTINUING EDUCATION – CERTIFICATE OF COMPLETION (CCL) IN COMPUTED TOMOGRAPHY

### CT Courses

Course No.	Course Title	Credits: 4.0 – 5.0
DMI220/DMS220/ICE220/NUC220	Sectional Anatomy	3.0
And		
DMI223/ICE223	Introduction to Computed Tomography	1.0
Or		
NUC250 (Nuclear Medicine Technologists)	Fundamentals of Computed Tomography	2.0

ALL SEMESTERS ARE COMPETENCY-BASED. ALL DMI/ICE COURSES IN EACH SEMESTER MUST BE COMPLETED WITH A "C" OR BETTER BEFORE THE STUDENT CAN ENROLL IN THE NEXT SEMESTER.

Computed Tomography grading policy is as follows:

93% – 100% = A      84% – 92% = B      75% – 83% = C      74% or Below = F

Core CT Classes	Course Title	Credits: 15.0
Course No.		
FALL SEMESTER		
ICE248	Computed Tomography Multi-Planar Sectional Anatomy	2.0
ICE254	Advanced Imaging Practicum	1.0
ICE263	Computed Tomography Physics and Instrumentation	3.0
	Winter Break	
SPRING SEMESTER		
ICE265	Computed Tomography Procedure Protocols	3.0
ICE267	Computed Tomography Advanced Imaging Practicum	2.0
ICE273	Computed Tomography Pathology	3.0
ICE291	Computed Tomography Registry and Board Preparation	1.0

\* CT students will have the option to take ICE254 Advanced Imaging Practicum to complete ARRT competency requirements in subsequent semesters.

Students will be expected to attend clinical rotations in a minimum of four hours each scheduled day and averaging 16-20 hours a week. The student should also expect to set a schedule with the Clinical Preceptors that is conducive to learning. Most Clinical Preceptors prefer consecutive days of attendance or a consistent schedule such as Monday-Wednesday-Friday. A schedule will be agreed upon by the student and the Clinical Preceptor and sent to the Program Director for approval. The student may miss one day per each 80-hour clinical assignment. If the student needs to miss more than one day, arrangements must be made with the clinical site to make up for the missed days.

## ESTIMATED COSTS

The estimated cost for the Certificate of Completion is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms.

Certificate of Completion Program: Maricopa County Residents	
Tuition* (15 credit hrs. @ \$97 a credit hr.) 1	\$1,455
Program Tuition (4-5 credit hrs. @ \$85 a credit hr.) 1	\$340 – 425
Registration fees (\$20 per semester)	\$40
Course / Lab Fees	\$140
Equipment / Supplies	TBD
Books 2	~\$400
Other Program Costs: Health/Safety Requirements, etc. 3	\$477 – \$1,142
Total Estimated Costs	\$2,757 – \$3,602

Out-of-County residents pay \$401\* / Out-of-State residents pay \$326\*\* a credit hr. 1

Tuition and fees are set by the Maricopa Community College District Governing Board and subject to change. All other fees are also subject to change. All Tuition and fees are the responsibility of the student

Book costs/fees may change without notice

Costs may be less or more than listed based on a student's individual health record in respect to being in compliance with the immunization requirements for the clinical experience.

3 For ARRT examination and the Arizona State license: Medical Radiologic Technology Board of Examiners (MRTBE).

\*\*\* DRUG SCREENING FOR ALL COMPUTED TOMOGRAPHY STUDENTS IS A REQUIREMENT.

THE COST FOR THIS TEST WILL BE THE RESPONSIBILITY OF THE STUDENT.

\*\*\*\* Any rejection after the appeal process will disallow entrance into clinicals unless reversed on appeal.

Some clinical facilities have additional background testing. THE COST FOR THIS TEST WILL BE THE RESPONSIBILITY OF THE STUDENT.

**IMPORTANT** - Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit <https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart>

## **ADMISSION CRITERIA**

First come, first serve based on initial class enrollment (ICE248 & ICE263)

Certified by the American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy, or;

Certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine, or;

And Complete program CT courses to include DMI/DMS/ICE220/NUC220, and DMI/ICE223(or NUC250) with a grade of "C" or higher, or permission of Instructor. CT courses must be completed within 5 years of starting the program

Two seats per cohort will be available for US Military Veterans, a copy of your DD214 is required  
Current American Heart Association Health Care Provider CPR card required.

Immunization and TB Testing Requirement (see below)

Background Check Requirements (see below)

Drug Screening (see below)

## **IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS**

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### **IMMUNIZATION AND TB TESTING REQUIREMENTS**

All health and safety are now completed digitally. The health and safety requirements are subject to change based on the requirements of our clinical partners. Once a student has been accepted into a program for the start of an upcoming semester, clinical requirements will be sent out.

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### **MCCCD BACKGROUND CHECK POLICY REQUIREMENTS**

Students seeking admission to an MCCCDD Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCCDD background check. This policy precludes MCCCDD faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Upon admission to the program, students are required to present a copy of the DPS card and apply for the MCCCDD Background Check. Students bear the financial costs for both the MCCCDD Background Check and the AZ Fingerprint Clearance Card. Students will receive Information regarding the MCCCDD Background Check after admission, but prior to the beginning of the program.

We encourage students to apply for the card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card. The card is valid for six years from the date of issue.

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### **DRUG SCREENING**

All students participating in the Allied Health Program will be required to complete a urine drug screen at the student's expense.

#### **Drug Screening Guidelines**

All newly admitted students are required to submit a urine drug screening as a condition of enrollment in the Allied Health program.

Students will receive a form authorizing the laboratory to perform the test. This form will include the student's name, college name, program designation, program account number and the time frame required for the testing to occur. The lab must code the student's screen to the appropriate program account.

Students must pay for the screening at the laboratory. Private health insurance will not pay for this screening. The lab will provide the student with a receipt upon payment. It is important that students understand that they may not take a prescription to the lab to be evaluated, but may list prescription drugs they are currently taking. If the drug screen is positive, students must pay for Medical Review Officer's evaluation. If

a student provides a diluted sample, an additional test must be performed on the sample at an additional cost to the student. If a student tests positive, the lab will contact the Medical Review Officer (MRO) contracted by the Maricopa Community Colleges. The MRO will contact the student to elicit any prescriptive drug usage and will subsequently inform the Allied Health Program Chair as to the final results. If a student challenges a result, only the original sample can be retested. The student must request an order for a re-test of the sample through MRO. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this test.

Only students receiving negative drug screens as reported by the MRO can remain enrolled in Allied Health courses. Reports from the MRO of safety sensitive issues/concerns related to the drug profile will require further evaluation. Students may be on temporary exclusion from the program until evaluation is complete. Students testing positive for drugs that are illegal substances, non-prescribed legal substances, or deemed unsafe for the clinical setting by the MRO will not be permitted to attend the Allied Health courses. Students testing positive for drugs who are licensed or certified by the State will be reported to their respective Board.

Students testing positive and needing an MRO evaluation will pay the cost of the review. In the event a student fails to pay the MRO fee, a financial obligation will be posted to his/her college account.

Students will not be allowed to use previous drug screens requested by any person or agency outside the Maricopa Community College District Allied Health Program.

Students failing to test during the date and time documented on the Drug Testing Letter do not meet the requirement for drug testing and will be withdrawn from all Allied Health courses.

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## MEDICAL MARIJUANA POLICY

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108 which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institutions of higher education that receives federal funding from allowing the possession and use of marijuana.

Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use of possession of illegal drugs on campus or in student activities-including educational internships-will be subject to disciplinary action and criminal prosecution.

Urine drug screens are required of students prior to attending courses. Medical marijuana or its metabolite, is not accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

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## DRUG SCREENING "FOR CAUSE" TESTING

This policy refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Allied Health Program.

When a site faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:

The site instructor will remove the student from the patient care or assigned work area and notify the clinical agency supervising personnel.

The Site instructor will notify the Allied Health Program Contact individual immediately. Upon student's oral consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Maricopa Community Colleges. The student is to have a picture ID in his/her possession, and the student will inform the testing service exactly which Allied Health program and Community College in which the student is enrolled. After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home.

If the student admits to alcohol or drug use, he/she will still require drug screening.

If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Allied Health Program Chair within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior.

If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.

If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.

Based on the information provided in this meeting and further medical evaluations if warranted, the Allied Health Program Chair will make a decision regarding return to the clinical setting.

If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Allied Health Division Chair will withdraw the student from all Allied Health courses for a period of one year. The student will pay for all costs associated with the for-cause drug-screening test.

If a Student refuses "for Cause" Testing:

The instructor will remove the student from the clinical setting pending a full investigation.

The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home.

Failure to comply with any aspect of this policy will result in withdrawal from the program

## **FREQUENTLY ASKED QUESTIONS**

### **IS THIS DIFFERENT FROM CONTINUING EDUCATION COURSES OFFERED IN PAST?**

Yes. The CT courses have been designed to facilitate sequential coursework leading to a Certificate of Completion. Courses cannot be taken out of sequence and are competency based. Meaning, one semester must be completed successfully prior to enrolling in the next.

### **WHY DID GATEWAY DEVELOP A CERTIFICATE OF COMPLETION IN CT?**

To meet the need of the community and technologists to qualify for CT certification through the ARRT. ARRT link: <https://www.arrt.org/Certification/Computed-Tomography-Technologist>

### **IS THIS AN EVENING OR PART-TIME PROGRAM?**

Yes. A full-range of clinical experiences are available on days, evenings, and weekends.

Coursework will be offered in person and also in hybrid or online formats. In person classes will be held in the evening beginning at 5:30 pm during the fall & spring semester and typically meet 1 -2 nights per week.

### **ARE THERE DESIGNATED CLINICAL SITES?**

Yes. Clinical agencies have agreed to offer a full-range of clinical experiences available on days, evenings, and weekends.

### **DOES THIS CERTIFICATE OF COMPLETION QUALIFY FOR FINANCIAL AID?**

Students should make financial plans to pay for coursework at the time of registration. Students can check with Financial Aid for eligibility.

### **BESIDES PRE-REQUISITE COURSES, WHAT OTHER CLASSES COULD A STUDENT TAKE WHILE WAITING TO START THE CERTIFICATE?**

Northern Arizona University now offers a Bachelor's Degree in Health Science: Diagnostic Medical Imaging and Therapy. If this interests you, you will need to take courses that will transfer and meet university requirements. A Gateway advisor will assist you with this process. In addition, you will need to speak an NAU advisor at 602.286.8194.

### **WHERE CAN I GO FOR MORE INFORMATION ABOUT THE PROFESSION?**

[WWW.ASRT.ORG](http://WWW.ASRT.ORG) – American Society of Radiologic Technologists [WWW.ARRT.ORG](http://WWW.ARRT.ORG) – American Registry Radiologic Technologists

### **IF I HAVE A CRIMINAL RECORD, WILL THAT PROHIBIT ME FROM BEING SUCCESSFUL IN THIS CAREER?**

Possibly, our clinical agreements with the healthcare facilities require that our students receive a Level 1 Fingerprint Clearance Card issued by the Arizona Department of Public Safety.

Additionally, a student must not be listed on the Federal Government's Office of the Inspector General's Exclusion List. Students that are unable to obtain either of these clearances will be prohibited from attending their clinical experience. In addition, as of 2011, all healthcare students must pass a MCCCDC background check within six (6) months of beginning their program of study.

Students must also be able to pass a Banner Healthcare Background check as well

### **ACCREDITATIONS**

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit [gatewaycc.edu](http://gatewaycc.edu).

### **CONFIDENTIALITY STATEMENT**

Students enrolled in the Certificate of Completion in Computed Tomography will have learning experiences in health care settings where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign agreements to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## **POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE**

Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.

Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student's professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41-1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government's Office of Inspector General's Exclusion List.

Up to date Program material can be found online at <https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/freeForm?id=97591>

Consumer Information about gainful employment disclosures can be found at the following link: <https://cdn.maricopa.edu/ged/GWC03/GWC03-5461/51.0911.pdf>

### **EEO Statement**

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>

### **College Communication**

The following information is very important so you do not miss any notices:

We communicate with students strictly through your Maricopa College email, not your personal email account.

We have a district-wide Google powered email system. This system is the way we send all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information.

All students will need to check their new student e-mail regularly or forward the new student e-mail to a personal e-mail to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at [my.maricopa.edu](http://my.maricopa.edu). 1st section "Student Communication Center".

The benefits to you include:

Quicker response

Convenience. You can receive & read email even if out-of-town

Saves trees!

Go to [my.maricopa.edu](http://my.maricopa.edu) & log in to your account. Click on 'create an account' in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

## CONTACT INFORMATION

If you have any questions about the enclosed continuing education information, please feel free to contact any of the following in continuing education:

Tabatha Hatfield,  
Program Coordinator of Post Primary Education  
(602)286-8483  
[Tabatha.Hatfield@gatewaycc.edu](mailto:Tabatha.Hatfield@gatewaycc.edu)

Zachery Sanders  
Administrative Specialist Sr  
(602)286-8477  
[Zachery.Sanders@gatewaycc.edu](mailto:Zachery.Sanders@gatewaycc.edu)

## CCL in CT Information & Checklist

1. Obtain and carefully read all the information about the CCL in Computed Tomography and note any questions. Become as well informed as you can about the coursework. Tabby Hatfield, [tabatha.hatfield@gatewaycc.edu](mailto:tabatha.hatfield@gatewaycc.edu) will assist you if you have any questions.
2. Transcripts
  - Official college transcripts with imaging related coursework that applies to the program CT courses should be sent to the Admissions and Records Office at 108 N 40th Street, Phoenix, AZ 85034-1704.
  - Official transcripts must be sent from institution to institution, **allow 2-4 weeks for receipt**. Please request institution to include current name and student ID number used at GateWay Community College.
  - Evaluations of Official College Transcripts must be requested by the student after their arrival at the college. To verify receipt of transcripts and evaluation, a request for transcript evaluation form must be filled out and submitted to Admissions and Records. This form can be obtained from any GateWay Community College Advisor or on the GateWay CC web site @ <http://www.gatewaycc.edu/>
3. For assistance in registering or enrolling in you may contact Zachery Sanders, Administrative Specialist Sr / Phone 602.286.8477 / [zachery.sanders@gatewaycc.edu](mailto:zachery.sanders@gatewaycc.edu)
4. Certificate CT courses:
  - DMI220/DMS220/ICE220/NUC220 Sectional Anatomy
  - DMI223/ICE223 Introduction to CT
  - or NUC250 (Nuclear Medicine Technologists) Fundamentals of CT
5. Enroll in the Certificate of Completion in CT
  - First come, first serve based on initial class enrollment (ICE248 & ICE263). The number of applicants admitted to this program varies according to clinical positions available at each clinical agency.
6. **Student Personal Information:**
  - Every student is responsible for keeping the college admission's office updated on email addresses and best phone numbers. If information is not updated, it could mean missing the opportunity to enter the program.**

## **STUDENT SERVICES**

The following are some of the services available to students.

**Post Primary Education Contact** – Zachery Sanders, Administrative Specialist Sr, Continuing Education, 602.286.8477

**Bookstore** – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at: [www.efollett.com](http://www.efollett.com) and selecting “College Textbooks”.

**Counseling** – Academic, personal, or career counseling available. Call 602.286.8900.

**Employment** – Upon completion of the Certificate of Completion for Computed Tomography, contact the Career Center at 602.286.8500 for assistance.

**Tutoring Assistance** – Available through the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit GateWay's website: [www.gatewaycc.edu](http://www.gatewaycc.edu) or call college information at 602.286.8000.

**Pregnancy** – The student has the option of remaining in the program and continuing her education without notification or interruption. This decision should be made in consultation with her physician. If the student chooses to take a leave of absence from the program during the pregnancy, she will be allowed to re-enter the program once the period of convalescence is complete. Based upon the length of absence from training, the student may be required to re-certify in specific clinical competencies prior to graduation. Placement into the original clinical site is not guaranteed, but another training site will be provided for the student. The student must complete all program and institutional graduation requirements prior to graduation as outlined in the college catalog. (See program policies for more details).

**ADMISSION DISCLAIMER – CERTIFICATE OF COMPLETION IN COMPUTED TOMOGRAPHY**

Your admission to the GateWay Community College Certificate of Completion in Computed Tomography is no guarantee that you will pass the certification exam sponsored by the American Registry of Radiologic Technologist ARRT. Certification requirements are the sole exclusive responsibility of the American Registry of Radiologic Technologist ARRT 651.687.0048, and you must satisfy those requirements independently of completion requirements for the college.

I have read and understand the Admissions Disclaimer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID Number

This disclaimer will become a part of your Certification of Completion in Computed Tomography records.



**Allied Health and Nursing Programs  
Maricopa County Community College District  
Summary of Criminal Background Check Requirement**

*(Student Copy)*

**Overview of the Requirements**

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs"), students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.
- An original version of the "**Criminal Background Check Disclosure Acknowledgement**" form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

**Implementation of the Requirements**

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.
2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.
3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:
  - Legal Name
  - Maiden Name
  - Other names used
  - Social Security Number
  - Date of Birth
  - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
  - Pending criminal charges that have been filed against you including dates and details.
  - Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD's clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.



**Allied Health and Nursing Programs  
Maricopa County Community College District  
Summary of Criminal Background Check Requirement**

*(Student Copy)*

***(Student: Sign and Attach to Application)***

All allied health and nursing students who seek to enroll in MCCCCD healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCCD's largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCCD from assigning students to their sites who cannot meet those standards. In order for MCCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these standards.

For persons wishing to enroll in a Program the person must meet the following standards:

- Possession of a valid Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students who currently possess a DPS Card that is another level will not be allowed entrance into a health care program. Students are required to pay the cost of obtaining this background check. If the Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or while enrolled in a MCCCCD healthcare program a student must notify the Program Director immediately and he or she will be removed from the Program. Please see the "Frequently Asked Questions" sheet for details regarding the DPS Card.
- Each student must provide documentation that he or she has completed and "passed" a MCCCCD-supplemental background check through the approved vendor **CastleBranch**. Students are required to pay the cost of obtaining this background check. Students whose background checks are more than six months old on the date of beginning a healthcare program must obtain an updated background check. Students who have been in a Program for more than 12 months may be requested to obtain an updated background check. Please see the attached "Frequently Asked Questions" sheet for more details regarding the MCCCCD supplemental-background check.
- The MCCCCD supplemental or the clinical agency background check may include but are not limited to the following:
  - Nationwide Federal Healthcare Fraud and Abuse Databases
  - Social Security Verification
  - Residency History
  - Arizona Statewide Criminal Records
  - Nationwide Criminal Database
  - Nationwide Sexual Offender Registry
  - Homeland Security Search
- By virtue of the MCCCCD supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a "fail" on the supplemental background check may include but are not limited to:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
  - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  - Any conviction of Felony no matter what the age of the conviction
  - Any warrant in any state

- Any misdemeanor conviction for the following-No matter age of crime
  - violent crimes
  - sex crime of any kind including nonconsensual sexual crimes and sexual assault
  - murder, attempted murder
  - abduction
  - assault
  - robbery
  - arson
  - extortion
  - burglary
  - pandering
  - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - any abuse or neglect
  - any fraud
  - illegal drugs
  - aggravated DUI
- Any misdemeanor-controlled substance conviction last 7 years
- Any other misdemeanor convictions within last 3 years
- Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)
- At all times students are in a program they must maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on the MCCCDC supplemental background check performed by the MCCCDC-authorized vendor.
- Admission requirements related to background checks are subject to change without notice.
- Some clinical agencies may require additional components of a criminal background check, other than those required by MCCCDC, as well as a drug screening. Students are required to pay for any and all criminal background checks and drug screens required by a clinical agency to which they are assigned
- Even though a student possesses a valid DPS Level One Fingerprint Clearance Card and has passed the MCCCDC supplemental background check, a clinical agency may decline to place a student due to information the clinical agency obtains in a background check it requires.
- If a clinical agency to which a student has been assigned does not accept the student based on his or her criminal background check, the student may not be able to complete the program.
- MCCCDC may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency.
- MCCCDC has no obligation to make attempts to place a student when the reasons for lack of placement are criminal background check issues. Since clinical agency assignments are critical requirements for completion of the program, inability to complete required clinical experience due to a student's criminal background check will result in removal from the program.

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Signature

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Date

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Printed Name

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Student ID Number

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Desired Health Care Program