

COLLEGE OF DUPAGE

Radiation Therapy Program Advanced Certificate Fall 2025



Application Deadline: June 12, 2025 at 5pm

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, [CastleBranch.com](https://www.castlebranch.com), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

Note: Students are not accepted into this program until they receive an official acceptance letter from the College of DuPage Nursing & Health Sciences Division.

COLLEGE OF DUPAGE
Health and Sciences Division
425 Fawell Blvd.
Glen Ellyn, IL. 60137-6599
www.cod.edu
PHONE 630 942-8331 FAX 630 942-4222

Dear Applicant:

Thank you for your interest in the Diagnostic Medical Imaging – Radiation Therapy Technology Program at College of DuPage. This packet of information has been developed to provide you with a complete overview of our program, including the process for admission.

Although the program is considered a one-year certificate program, students must be a graduate of an accredited Radiography or Nuclear Medicine program, have an associates or higher degree and have completed the general education courses listed on page 6.

We have made every effort to make the information in this packet complete, however, should you have further questions please contact me.

Sincerely,

Brittany DeCicco
Program Chair, Radiation Therapy
Associate Professor, Radiation Therapy
College of DuPage, HSC 2325

Program Information Disclaimer

This program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this program information packet in accordance with College of DuPage policies and procedures.

Program Mission Statement

The primary goal of the Radiation Therapy Program is to educate students with didactic, laboratory, and clinical experience in preparation for the administration of ionizing radiation to humans for therapeutic purposes. Program policies and procedures have been designed to meet or exceed those established by the American Society of Radiologic Technologists. The graduate will demonstrate competency to meet state licensure, and/or certification application requirements defined by law for radiation therapy, deliver compassionate patient care, and function as an integral member of the health care team with competence and confidence.

Policies and Procedures

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

Program Admission Preference:

Each program with out-of-district clinical sites (see list of participating programs below) may admit a maximum of 20% of out-of-district applicants to the program, based on merit. The 20% maximum policy would only apply to out-of-district applicants who do **not** have access to a particular program in the **community college district in which they reside**. Students coming from districts with a particular program within their district would only be considered if there were open seats after all qualified candidates from in-district and out-of-district without programs were accepted.

If there are insufficient numbers of qualified in-district applicants, the maximum percentage of out-of-district students accepted can be exceeded until the program achieves full enrollment, with the approval of the Dean of Nursing & Health Sciences.

- Computed Tomography
- Health Information Technology
- Magnetic Resonance Imaging Technology (MRI)
- Mammography
- Nuclear Medicine (DMIN)
- Nursing (ADN)
- Physical Therapist Assistant (PTA)
- Proton Therapy
- Radiation Therapy
- Radiography (DMIR)
- Respiratory Care
- Sonography (Ultrasound) DMIR
- Speech Language Pathology Assistant (SLPA)
- Surgical Technology

Priority for Admission:

- a. In-District applicants
- b. Out-of-District who are part of the [CAREER Consortium Agreement](#) (meaning your residing community college does not offer the particular program in which you are applying)
- c. Out-of-District applicants working full-time in-district (proof of in-district employment will be required each semester)
- d. Out-of-District applicants (who are not part of the CAREER Consortium Agreement) including those students with a joint or chargeback agreement and International students

Statement on Transfer of Credit

The acceptance of transfer credit from other institutions is at the sole discretion of the Records/Graduation office. Any questions regarding credit should be directed to their office at (630) 942-3838

TECHNICAL STANDARDS FOR ACCEPTANCE

To participate in the clinical education portion of the Program, the applicant must possess additional non-academic skills. These technical standards are consistent with the duties of the entry-level radiographer in a professional position. The applicant should have:

- The ability to transport, move, lift and transfer patients from a wheelchair or stretcher to and from the treatment and/or simulation table.
- The ability to move, adjust, manipulate equipment to perform simulation and therapeutic procedures.
- Sufficient visual acuity to observe patients and equipment operation during treatment, as well as read the patient's radiation reports and medical information. Hearing also must be adequate to perceive and interpret audio signals from equipment, and to respond to patients' questions or concerns.
- The ability to communicate clearly, both orally and in writing, with patients, doctors and other personnel, and the ability to follow written and verbal directions.
- The ability to view computer monitors for extended periods.
- Sufficient critical thinking skills and the ability to perform these skills in a timely manner. Such skills include, but are not limited to, measuring, calculating, analyzing, and evaluating medical and technological information, and synthesizing this information in a way that facilitates troubleshooting problems and/or responding to emergency situations.

PROGRAM GOALS

1. The primary goal of the program is to educate competent, efficient, and effective Radiation Therapists, capable of functioning in any environment, within 12 months.
2. Provide a complete, up-to-date, competency-based curriculum.
3. Educate the student to properly administer therapeutic doses of radiation to patients according to established professional practices.
4. Support the development of a diverse set of skills necessary to participate in both current and emerging technologies in radiation oncology.
5. To promote development of integrative, critical thinking, and written, verbal and computer-based communication skills.
6. Prepare the student to achieve a satisfactory result on the American Registry of Radiologic Technologists (ARRT) credentialing examination for Radiation Therapy and/or individual state licensure examinations. College of DuPage and/or its faculty and staff do not guarantee successful candidate performance on the ARRT Certification exam, as a condition of successful Program completion.
7. Provide accurate student advisement to aid in student retention, course completion, program completion and possible future job placement.
8. Provide opportunities for continuing education for Radiation Therapy Technologist

Applicants are also advised that the Radiation Therapy Program follows a rigorous curriculum requiring serious student memorization, practical application of theory, and coursework. Taking personal time off (i.e. vacations) outside scheduled breaks is strongly discouraged and may affect program continuation or ability to complete the program as scheduled.

ESTIMATE OF STUDENT FEES

Please visit the [Program Costs webpage](#) for estimated fees.

Estimate does not include provisions for travel to and from school and clinical education site, for textbooks and fees related to general education requirement courses, or for the cost of the required health requirements.

Financial Aid is available; visit the [Financial Aid Office](#) in SSC 2220 or call (630) 942-2251 or (630) 942-2252.

COURSE SEQUENCE – RADIATION THERAPY PROGRAM

SEMESTER 1 (FALL)

| | |
|-----------|--|
| RATH 2310 | Radiation Therapy Physics |
| RATH 2321 | Cross-sectional Anatomy/Imaging Principles |
| RATH 2301 | Principles & Practice I |
| RATH 2331 | Clinical Practice I |

SEMESTER 2 (SPRING)

| | |
|-----------|-----------------------------------|
| RATH 2311 | Radiation Biology, and Protection |
| RATH 2322 | Pathophysiology |
| RATH 2302 | Principles & Practice II |
| RATH 2332 | Clinical Practice II |

SEMESTER 3 (SUMMER)

| | |
|-----------|---------------------------|
| RATH 2312 | Quality Management |
| RATH 2323 | Operational Issues |
| RATH 2303 | Principles & Practice III |
| RATH 2333 | Clinical Practice III |

Statement on Citizenship/Visa Status

Statement on Citizenship/Visa Status If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to work/participate in the program clinical practicums or your eligibility to apply for the national ARRT certification examination, contact the International Student office, SSC 2225, (630) 942-3328, intlstdt@cod.edu.

Qualified applicants will be considered out-of-district in the admissions ranking process if they are not a:

- U.S. citizens
- Permanent residents

Student Email Policy

Student Email Policy College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish. Check out your COD email to get the message about: Official COD communications, financial aid communications, Application to graduate, Transfer credit evaluation, Prerequisite proof Sensitive, FERPA-related communications, Transcript order, Important messages from instructors

https://www.cod.edu/student_life/resources/information_technology/email/email-policy.html

Drug Testing and Background Check

Statement on Drug Testing and Criminal Background Checks Students accepted into the Diagnostic Medical Imaging - Radiography program are subject to mandatory drug testing and a criminal background check upon

acceptance performed at the student's expense in accordance with college policy. Fingerprinting may also be required. **Your Background check and Drug test must come back prior to attending clinical. You will be given a grace period of three days to get your health requirements completed if they do not come back due a situation that is out of your control. Three days will be the maximum amount of time given to any student. Program dismissal will occur if you delay your health requirements intentionally.**

Statement on Medical Care and Health Insurance

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the Center for Access and Accommodation website for additional details. Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

Statement on Medical Malpractice Insurance

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. Students must be officially registered and listed on the instructor's class roster for all clinical courses to be covered by the malpractice insurance.

Statement on Transportation Students

Statement on Transportation Students are responsible for finding their own transportation to and from the college and clinical site. No special accommodations will be made for students with transportation problems. Students may be required to travel to geographically dispersed (off site) clinical education settings.

Statement on Health and Public Service Program Discipline Procedures

All students must have a signed acknowledgement of the Discipline Procedure on file with the Radiography program upon admission. Students will also receive specific rules and policies for the Radiography program to sign upon admission

Statement on Ethical and Professional Standards

Applicants who misrepresent themselves and/or falsify records (transcripts, letters, forms, etc.) will lead to disqualification and/or program dismissal. Students who misrepresent themselves may be ineligible to apply to other health care programs at College of DuPage.

RADIOLOGIC TECHNOLOGY

Radiology Technology is a general term for a number of allied health professions that use different types of energy to produce diagnostic images and to treat diseases (i.e., Radiography, Nuclear Medicine and Radiation Therapy). The initial Programs at the College of DuPage are in Radiography and Nuclear Medicine. Radiographers (formerly called x-ray technologists) are mainly responsible for taking x-rays (radiographs) and assisting the Diagnostic Radiologist. A Diagnostic Radiologist is a physician with special training in interpreting (reading) x-ray and Nuclear Medicine images. Nuclear Medicine Technologists administer trace amounts of radiopharmaceuticals to a patient to obtain functional information about organs, tissues and bone. This information is obtained by using a special camera to detect gamma rays emitted by the radiopharmaceuticals and create an image of the body part under study. This image is then created on a computer screen or on film.

College of DuPage now offers an advanced certificate program in Radiation Therapy Technology to graduates of an accredited Radiography or Nuclear Medicine Program. Graduates of the Radiation Therapy Technology program will be known formally as Radiation Therapists. Duties of Radiation Therapists may include reviewing prescription and diagnosis; acting as a liaison with the physician and supportive care personnel; preparing equipment, such as immobilization, treatment, and protection devices; and maintaining records, reports, and files. They may also assist in dosimetry procedures and tumor localization. Radiation Therapists administer targeted doses of radiation to the patient's body to treat cancer and other diseases. As the radiation strikes human tissue, it produces highly energized ions that gradually shrink and destroy the nucleus of malignant tumor cells. Radiation

Therapists are highly skilled medical specialists educated in physics, radiation safety, patient anatomy and patient care. They typically see their patients three to five days a week throughout a four-to seven-week treatment plan.

Radiation Therapists work closely with two other medical specialists, namely Medical Dosimetrists and Radiation Oncologists. Medical Dosimetrists determine how much radiation will be delivered to a tumor site. Under the supervision of a medical physicist, they calculate and generate radiation dose distributions in accordance with the Radiation Oncologists' treatment plan. Radiation Oncologists are radiologists who specialize in the treatment of cancer with radiation. They consult with the patient's primary care physician to determine the best course of therapy and plan a treatment. Then, they work with a medical dosimetrist to calculate how much radiation will be delivered.

According to the *Radiologic Technologist Wage and Salary Survey 2022*, conducted by the American Society of Radiologic Technologists, full-time salaries nationwide for Radiation Therapists averaged \$96,650. In Illinois, the full-time salary averaged \$98,010. As with most other professions, the length of time in the profession increased the salary that was paid.

As for the job market, the U.S. Department of Labor, Bureau of Labor Statistics *Occupational Outlook Handbook*, projects faster than average employment change until at least the year 2024.

If you want further information on the profession, consult one of the following websites:

- www.acert.org
- www.arrt.org
- www.asrt.org
- www.issrt.org

THE COLLEGE OF DUPAGE RADIATION THERAPY PROGRAM

College of DuPage Diagnostic Medical Imaging – Radiation Therapy Program provides a complete scholastic and clinical education for a career in Radiation Therapy. The program is a 12-month post-radiography or nuclear medicine certificate program. Matriculating students must be graduates of an accredited radiography or nuclear medicine program. Students enrolled in the Program attend full-time beginning with the Fall semester with clinical experience on Mondays, Wednesdays and Fridays (full eight-hour days) and didactic class work at the College of DuPage main campus on Tuesday, Wednesday and Thursday evenings. Some classes may be offered as a hybrid online model at the Program Directors discretion.

Students attend classes at the College and receive clinical experience at an affiliated medical facility. Students must provide their own transportation to and from the College and to their assigned clinical site. Clinical hours vary, but most students are done by 4:30 p.m.; check with the clinical site of your choice for specific times. Clinical days can be arranged with the Clinical Instructor and completed based on what is best for the clinic. Working students should not take jobs that will interfere with these hours.

The program curriculum incorporates the national radiation therapy curriculum established by the American Society of Radiologic Technologists (ASRT). The curriculum includes all didactic and clinical competencies needed for eligibility for the American Registry of Radiologic Technologists (ARRT) national certification examination. Before a student enrolled in the College of DuPage Radiation Therapy Technology program can be considered eligible to apply for ARRT certification, he or she must fulfill the following requirements:

- The student must have completed the academic requirements of the Program successfully.
- The student must have all fees and other Program charges paid in full.
- The student must return all College of DuPage and clinical site property in their possession, or else remit payment(s) for lost, stolen or damaged property.

Upon passing the examination, the student will be certified in all states. Students must also be licensed in some states including Illinois.

Admissions Checklist

The Program can admit only a limited number of students. A selection process has been established to admit the most qualified students. Each step in the process is outlined here in detail. All steps must be completed if applicable to be considered for admission to the Program.

Along with the above requirements, you **must** follow **and** complete the admission checklist that is provided to be considered for acceptance and have acceptable interpersonal skills for the profession. You are reminded that the Radiation Therapy Technology Program has a limited enrollment (approximately 12 - 20 students based on clinical site availability) and an early admission deadline.

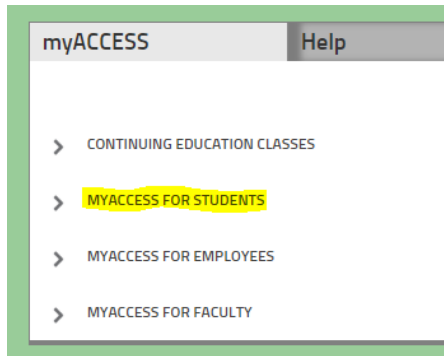
NOTE: Admission Committees for all Health Science programs have the right to deny admission to any applicant that they feel is unable to fulfill the essential functions as described in this packet. It is the applicant's responsibility to ensure that all material listed below have been completed and received by the designated office, by 5 pm on June 12, 2024.

This is a list of what you must do to be admitted to the Program. You should mark each item as you complete it to ensure that none of the steps are missed. **THESE SHOULD BE DONE IN ORDER.**

- _____ 1. Attend a highly recommended Radiation Therapy Individual Advising Session to learn about the program and application requirements with Brittany DeCicco at deciccob@cod.edu. These can be done in person or via Zoom. An advising PowerPoint will be supplied for your convenience.
- _____ 2. If you have not been admitted to College of DuPage, please complete the **non-refundable \$20 [College of DuPage General Admissions Application](#)** online. **This application is for general admissions to College of DuPage only; it is not an application to the Health Sciences Limited Enrollment Radiation Therapy program.**
- _____ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
 - a. Submit your official transcript(s) to **College of DuPage, [Office of Student Records](#)** ***College of DuPage is the only institution you have attended, you do not need to request official transcripts.***
 - b. Verify receipt of your transcript(s). Log into myACCESS account, click on 'myACCESS for Students', select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website https://www.cod.edu/registration/records/trans_eval_listing.aspx for details.

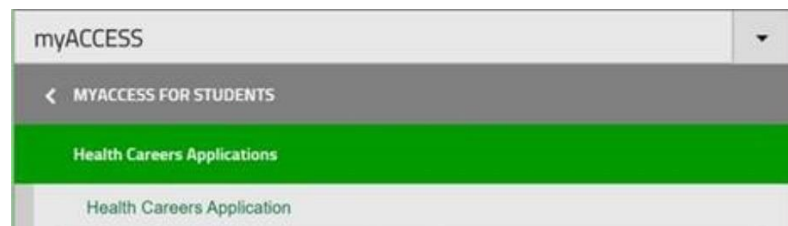
- _____ 4. Complete the **non-refundable \$50 [Health Career Selective Enrollment Program Application](#)** online by logging into the student portal at <https://inside.cod.edu>
 - Click on myACCESS for Students



- Click on the Health Careers Applications link



- Select Health Careers Application



- Select **Radiation Therapy Certificate** when asked “What selective enrollment program are you applying to?”

Once the application is given, you may not change the term or program. If you do not have a credit card, you can purchase a prepaid credit card from your local retailer

5. Complete the [College of DuPage Residency Verification form](#) and provide proof of residency to the **Office of Student Registration Services** and e-mail to registration@cod.edu by the program application deadline date. You **MUST** send from your @dupage.edu e-mail address.

Note:

- If this residency requirement has not been given to Registration by the program application deadline date, you will not be considered for admission.
- Separate Residency Verification Forms must be submitted for each program application.

_____ 6. Application Forms required:

- a. ALL applicants must contact a Clinical Instructor and arrange a FORMAL VISIT at a clinical site of your choice. The list of Clinical Sites can be found on page 18 of this packet. Please email the Clinical Site from your COD EMAIL requesting an interview. PRINT and bring pages 21-24 to the Clinical Site with you for your interview. The form is titled “**College of DuPage Radiation Therapy Clinical Site Interview Form**”. **Please inform the Clinical Site Interviewer that the completed form should be sent to hsadmissions@cod.edu.** The form must be sent from the Clinical Site Interviewer. *NOTE: If accepted into the program, placement is not guaranteed to be at that site. Also, once you have completed your site interview, please refrain from contracting the clinical site regarding your application status. Repeated inquiries after your interview may jeopardize your application and could result in its dismissal.*
- b. If you graduated **less** than 5 years ago, you must have both your Radiography/Nuclear Medicine Clinical Instructor AND Program Director fill out the “**Recommendation Form for Clinical Instructor and Program Director Form**” - **PAGE 19**. The student is responsible for giving the form to their Clinical Instructor and Program Director. **Completed forms should be sent to hsadmissions@cod.edu by the Clinical Instructor and Program Director.**
- c. If you graduated **more** than 5 years ago you must have your Supervisor/Manager fill out the “**Recommendation Form for Radiography or Nuclear Medicine Supervisor**” - **PAGE 20** The student is responsible for giving the form to the Supervisor. **Completed form should be sent to hsadmissions@cod.edu by their Supervisor.**

_____ 7. Submit official transcripts to the **Office of Student Records** showing proof graduation from an accredited Radiography or Nuclear Medicine program and completed an AAS degree or higher. Please note that additional merit points will be given higher level degree completions such as Bachelor or Master’s degrees. Refer to Step #3 for verification of receipt process.

_____ 8. Submit verification of current American Registry of Radiologic Technologists (ARRT) or Nuclear Medicine Technologist (NMTCB) **Certification** to hsadmissions@cod.edu.

_____ 9. Please submit your **ARRT or NMTCB Certification examination scores** to hsadmissions@cod.edu. To maintain the integrity and trustworthiness of this evaluation process, please submit your scores via the designated platform, including a screenshot or PDF or your official score report to hsadmissions@cod.edu. This will ensure a transparent and reliable assessment of your merit points. We encourage you to take pride in your accomplishments and to strive for the highest possible scores in order to maximize your merit points. You need to have your full name and final cumulative score included.

_____ 10. **Verification of additional credentials** (if applicable) - Please inform hsadmissions@cod.edu if you have any ARRT certifications in the ARRT imaging modalities other your primary. Examples include; Mammography, CT, MRI, etc. All additional credentials from the ARRT will be verified directly from the official ARRT website. **It is the responsibility of each applicant to ensure that their credentials are current and accurately reflected on the ARRT site.**

_____ 11. For the 2025 admission cycle: Successful completion of Anatomy & Physiology (ANAT 1551 or 1552 **OR** 1571 or 1572) or equivalent within the last 7 years from program start date 8/25/2018 – 8/25/2025 **prior** to admission. (NOTE: If interested in the **2026** admission cycle, students must have **BOTH** ANAT 1151 & 1552 **OR** ANAT 1571 & 1572).

_____ 12. Successful completion of MATH 1102 (Math for Health Sciences) **or higher** taken within the last 7 years from program start date (8/25/2018 - 8/25/2025) **prior** to admission.

For **additional merit points**, it is **highly recommended** to take MATH 1431 (Precalculus I) **AND/OR** MATH 1428 (College Algebra with Applications). You can take one or both for MATH 1431 or 1428 courses which will give you additional points.

- ____13. Successful completion of **HLTHS 1110 (biomedical terminology)** within the last 7 years from program start date (08/25/2018 – 08/25/2025) **or** equivalent **OR** relevant minimum of 3 years of **Documented Healthcare Work Experience from your Supervisor** that must be completed within the last two (2) years from the application deadline date **prior** admission.

If submitting **Healthcare Work Experience documentation**, please request that your Supervisor submit an official letter on company letterhead that includes the details listed below to hsadmissions@cod.edu. This documentation must come directly from your Supervisor.

We recognize that varied roles in healthcare contribute to a comprehensive understanding of patient care and the responsibilities inherent in the field. Therefore, the Admissions Committee will assess each applicant's experience based on the following considerations:

- **Nature of the Role:** The extent of direct patient interaction and responsibilities.
- **Duration of Experience:** The length of time spent in the role and consistency of engagement.
- **Relevance of Experience:** How the experience relates to the competencies required in the field of radiation therapy.

This policy aims to ensure that all applicants demonstrate meaningful and relevant experience in healthcare, contributing to their preparedness for the challenges of our program. We encourage you to clearly articulate your experiences in your application and to provide any relevant documentation that supports your role in patient care. Examples of accepted roles include Paramedic, CNA, Radiologic Technologist, CT Technologist.

- ____15. **Employment Verification** – To validate your employment history in healthcare, a formal verification letter must be submitted directly from your Supervisor to hsadmissions@cod.edu. This letter must adhere to the following guidelines:

- **Origin:** The letter must be sent from the email address of your supervisor.
- **Official Letterhead:** The letter must be printed on official organizational letterhead.
- **Content Requirements:** The letter must include:
 - a. Your full name
 - b. Duration of your service (years of employment)
 - c. Your role within the organization
 - d. A brief description of the general tasks associated with your role
 - e. **Signature:** The letter must include a handwritten signature from your supervisor.

These measures are in place to ensure the accuracy and reliability of the credentials presented during the admissions process. We appreciate your cooperation in adhering to these requirements and look forward to reviewing your applications.

- ____16. **Oncology Experience** (if applicable) – Request that your Supervisor submit official proof of oncology experience within the past 2 years by submitting official employment verification on company letterhead to hsadmissions@cod.edu.

- ____17. **Personal Statement** - In Radiation Therapy, we work closely with our patients for weeks at a time and see our patients at some of the hardest points in their life. Write a Personal Statement about your academic and professional goals upon admission and five years following the Radiation Therapy Program at College of DuPage. Describe how admittance will change your life and patients. Please include reasons as to what led you to choose this career path and your hopes for the future. Describe prior healthcare involvements and a time you made a difference in a patient's life. Personal Statements should be 300-500 words, double spaced and should be prepared using a word processing program. It can be uploaded as either a PDF or Word document. You will be scored on the quality of your statement

as well as your ability to communicate efficiently. The statement should be sent in English, poor grammar or punctuation will affect your score. Please e-mail your personal statement to hsadmissions@cod.edu.

_____ 18. **Admission Interviews** – As part of the admissions process, please be advised that you will be contacted for a formal interview with the Admissions Committee. This interview is an essential part of our evaluation process and provides an opportunity for the committee to learn more about your qualifications, motivations, and fit for our program. The interview usually take place a few days before or after the application deadline. This is separate from your clinical site interview that you schedule yourself with one of the clinical sites.

_____ 19. **Recommended Courses** – **NOT** required for admission but optional for additional merit points.

- SURGT 1000 – Ethical Considerations in Healthcare
- PHILO 1112: Biomedical Ethics
- MASST 2211: Legal and Ethical Aspects of Healthcare
- SPANI 1114: Spanish for Healthcare Professionals
- SOCIO 2252: Social Gerontology – Aging
- PHYSI 1100 or higher: Physics

_____ 20. Degree Completion – Additional merit points will be given for bachelor or master’s degree completion.

_____ 21. The Merit Evaluation can be found on pages 14-16. The maximum number of points you can receive is 37 for first-time applicants and 37.5 for re-applicants. You also must be accepted by a clinical site regardless of your merit score. NOTE: The Program Chair will be taking care of clinical placement acceptance. Please note that we do not share the Merit evaluation with students.

“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”

College of DuPage Radiation Therapy Program Merit Evaluation
(subject to change)

Name: _____

Date: _____

| Category | Criteria | Maximum Points Available | Points Earned | Notes |
|---|--|---------------------------------|---------------|---|
| Academic Pre-Requirement Courses (A=2 POINTS, B =1 POINT, C= 0.5 points) **MUST BE COMPLETED WITHIN THE PAST 7 YEARS OF THE APPLICATION DEADLINE EACH YEAR** | Anatomy & Physiology I & II | 4 points | | Up to 2 points per course (1551/1552 or 1571/1572). Grace Period Given for the 2025-2026 Cohort for A&P II, starting for 2026-2027 Cohort, you must have both. |
| | MATH 1102 or higher | 1 point | | MATH 1102 and above. 0.25 points for a "C", 0.5 points for 'an "B" 1 point for an "A" |
| | MATH 1431 – Precalculus I OR Math 1428 – College Algebra with Applications | 4 points | | For additional points , it's highly recommended to take one or both courses. You can earn up to 2 additional points each. If you take only 1102 or higher without these courses, you will only have 0.25-1 point for your MATH. |
| | Medical Terminology (HLTHS 1110) | 2 points | | *OR* 3 years or more of healthcare experience (equals 2 points) must submit employment verification |
| American Registry of Radiologic Technologist (ARRT) or Nuclear Medicine Technology Certification Board (NMTCB) Score | Percentile ranking/ Score | Up to 4 points | | Higher score = more points, scale is below. |
| Healthcare/Patient Care Experience **STUDENT EXPERIENCE DOES NOT COUNT, POINTS SUBJECT TO THE ADMISSIONS COMMITTEE BASED ON YOUR ROLE IN HEALTHCARE** | 1-2 years 2-4 years 5+ years | 1 point 3 points 4 points | | Must submit employment verification. |
| Oncology Experience with Proof | Proof of employment in oncology | 1 point | | Must submit employment verification. |

| | | | | |
|--|---|----------------|-----------|--|
| Supplemental/Recommended Courses- *COURSES ARE NOT REQUIRED BUT OPTIONAL FOR ADDITIONAL POINTS, GRADES OF A/B/C ACCEPTED* | SURGT 1000: Ethical Considerations in Healthcare | 0.5 point | | |
| | PHILO 1112: Biomedical Ethics | 0.5 point | | |
| | MASST 2211: Legal and Ethical Aspects of Healthcare | 0.5 point | | |
| | SPANI 1114: Spanish for Healthcare Professionals | 0.5 point | | |
| | SOCIO 2252: Social Gerontology- Aging | 0.5 point | | |
| | Physics 1100 or higher | 0.5 point | | |
| Program Alignment Review | Clinical Site Interview | Up to 4 points | | |
| | Program Chair/Committee Interview | Up to 4 points | | |
| | Personal Statement | Up to 1 point | | Focus on applicant's understanding of and commitment to radiation therapy |
| | Recommendation Letters | Up to 2 points | | Evaluated on character, teamwork, and professional reliability |
| Additional Academic Achievements | Master's Degree | 1 point | | |
| | Bachelor's Degree | 0.5 point | | |
| | Professional Certifications | Up to 2 points | | For additional certifications in the ARRT imaging modalities other than your primary, examples (Mammography, CT, MRI) 1 point per modality |
| Re-Applicant Bonus | Previous Applicant | 0.5 points | | Awarded to candidates reapplying to the program |
| Accreditation Requirement | Certified Radiography/Nuclear Med Program | Required | Pass/Fail | Mandatory for application eligibility |
| Associate Degree or Higher | Associate degree or higher | Required | Pass/Fail | Applicants must have an AA Degree or higher |
| Total Points Available | | 37.5 | | |

1. Official Statement on Merit Point Scales for NMTCB and ARRT Scores*

We are pleased to announce the implementation of merit point scales for the NMTCB (Nuclear Medicine Technology Certification Board) and ARRT (American Registry of Radiologic Technologists) examination scores. These scales are designed to recognize and reward your academic achievements in a transparent manner.

NMTCB Merit Point Scale:

- **375 - 399:** 1 Point
This range acknowledges those who have met the minimum passing criteria.
- **400 - 424:** 2 Points
Scores within this range align with the national average, encouraging students to aim for at least this level of performance.
- **425 - 449:** 3 Points
This range recognizes above-average performance and incentivizes students to strive for higher scores.
- **450 and above:** 4 Points
Scores in this category reward exceptional performance, highlighting candidates who significantly exceed the average.

ARRT Merit Point Scale:

- **75 - 79:** 1 Point
This range recognizes students who have met the minimum passing score.
- **80 - 84:** 2 Points
Scores in this range acknowledge satisfactory performance above the minimum threshold.
- **85 - 89:** 3 Points
This category rewards above-average performance, motivating students to excel.
- **90 and above:** 4 Points
Scores at this level celebrate exceptional achievement, recognizing students who excel significantly.

***NOTE: IF YOU HAVE TAKEN BOTH EXAMS- PLEASE SUBMIT THE HIGHER SCORE FOR POINTS**

REQUIREMENTS AFTER ACCEPTANCE

Statement of Health

Students admitted to Health Career programs must complete the necessary [Health Requirements](#), certifying that their health status will allow them to safely pursue the education objectives of the Radiation Therapy program. The requirements include a criminal background check, drug screen, Edward Corporate Health Clearance, and completion of the Medical Document Manager piece provided through [CastleBranch.com](#).

Please do not complete the Clinical Requirements until you are instructed to do so. The Health Requirements Packet may be downloaded at [Health Requirements](#). **Your Background check and Drug test must come back prior to attending clinical. You will be given a grace period of three days to get your health requirements completed if they do not come back due a situation that is out of your control. Three days will be the maximum amount of time given to any student. Program dismal will occur if you delay your health requirements intentionally.**

PLEASE NOTE if you have been found guilty of a felony, you may have difficulty obtaining a license and/or becoming registered to practice in this profession.

HOW ACCEPTANCE IS DETERMINED

Priority for Admission:

- a. In-District applicants
- b. Out-of-District who are part of the [CAREER Consortium Agreement](#) (meaning your residing community college does not offer the particular program in which you are applying)
- c. Out-of-District applicants working full-time in-district (proof of in-district employment will be needed each semester)
- d. Out-of-District applicants (who are not part of the CAREER Consortium Agreement) including those students with a joint or chargeback agreement and International students

The Deadline for Applications is June 12th 2025 by 5PM

The Admissions Committee meets in mid- June. Around the last week of June the Acceptance letters are emailed. These include the student's hospital assignment and an accept-or-reject letter. The accept-or-reject letter must be returned by a specific date. If not, we will place students from the waiting list. Students from the waiting list will continue to be placed until the Program start date or until the list is exhausted.

Requests for admission are **not** automatically carried over to the following year. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the \$50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable). Transcripts of any additional coursework must also be submitted to the Records Office. Students who have applied previously are not given preference for readmission, but a high multiplier is used on the merit evaluation form for those who were qualified but not admitted in a previous year. NOTE: Students re-applying are advised to contact a Radiation Therapy program faculty member to review their file to see if they can improve their Merit Evaluation score in any way.

Clinical Sites

| | |
|--|--|
| <p>AMITA Health Resurrection Medical Center 7435 West Talcott Avenue Chicago, IL 60631 (773) 990-8533 Debra Dowz, RT (T) Debra.Dowz@ascension.org</p> | <p>Ascension St. Mary's Hospital, Kankakee/Joliet 500 W Court St Kankakee, IL 60901 Eileen Dalcanton RT (T) Eileen.dalcanton@ascension.org</p> |
| <p>Northern Illinois Cancer Treatment Center 327 IL Route 2 Dixon, IL 61021 (815) 284-1111 Caitlin Seeley RT(T) cseeley@nicancer.com</p> | <p>Duly Health and Care 430 Warrenville Rd, Suite 100 Lisle, IL 60532 (630) 432-6745 Lucie Zegadlo-Rodriguez, RT(T) Lucie.Zegadlo-Rodriguez@duly.com</p> |
| <p>Northwestern Medicine Kishwaukee 10 Health Services Drive, Suite 2 DeKalb, IL 60115 (815) 756-4722 Amy McGough, RT (T) amy.mcgough@nm.org</p> | <p>Edward Hospital/Elmhurst Hospital 801 S. Washington Naperville, IL 60566 (630) 646-6154 and 177 E. Brush Hill Road Elmhurst, IL 60126 Daniel Ross Daniel.Ross@EEHealth.org Megan Gale Megan.Gale@EEHealth.org</p> |
| <p>Northwestern Medicine Cancer Center Warrenville 4405 Weaver Parkway Warrenville, IL 60555 (630) 352-5450 Joshua Lardi, RT(T) Joshua.Lardi@nm.org</p> | <p>Northwestern Medicine Cancer Center Delnor 304 Randall Rd. Geneva, IL 60134 (630) 262-8554 Eric Shackleton, RT(T) eric.shackleton@nm.org</p> |
| <p>Director Leonard C. Ferguson Cancer Center FHN 1163 West Stephenson Street Freeport, IL 61032 (815) 599-7042 Kim Smith Ksmith15@fhn.org</p> | <p>Mount Sinai Hospital Medical Center of Chicago 1500 South Fairfield Avenue Chicago, IL 60608 Ricardo Vazquez, Resources Coordinator, Radiation Oncology ricardo.vazquez@sinai.org</p> |
| <p>John H. Stroger, Jr. Hospital of Cook County 1969 W. Ogden Avenue Chicago, IL 60612 Joji Philip jphilip2@cookcountyhhs.org</p> | |

TENTATIVE CLINICAL AFFILIATES*

*As of the writing of this packet, these clinical sites have expressed an interest in hosting students but the contracts have yet to be finalized. In addition, we are currently soliciting new sites that are not yet on this list. Please contact the program director for the most recent list of sites.

FAILURE TO DISCLOSE CONFLICTS OF INTERESTS AT A CLINICAL SITE CAN RESULT IN IMMEDIATE PROGRAM DISMISSAL. This is encompassing but not limited to familial relationships, please alert the Program Director immediately if you have any family members or prior relationships established within your clinical site.

College of DuPage Radiation Therapy Program

Recommendation Form for Radiography/Nuclear Medicine Clinical Instructor & Program Director

If student Graduated *less* than 5 years ago: You need to submit 2 copies of this form:

1. One from your Clinical Instructor
2. One from your Program Director

This form is to be given to your previous Clinical Instructor as well as your Program Director if you graduated less than five years ago. **You will need to have both parties fill one out for you.** This form is to be used towards your application for Radiation Therapy at College of DuPage. The completed form is to be sent to hsadmissions@cod.edu directly from the evaluator and will be added to your application file. This will count for 5 points on your Merit Evaluation, both final scores from your Program Director and Clinical Instructor will be averaged together.

Student Name:

Date:

Year Graduated:

Evaluator Full Name:

Evaluator Title and Institution:

Evaluator Role: (circle one) Clinical Instructor or Program Director

Evaluator Email (In case of questions):

Please rate your student on a scale of 1-5 with 5 being the best score possible and 1 being the worst, use the following numeric scale for grading.

5. Excellent
4. Good
3. Average
2. Need Improvement
1. Would not recommend

| Student Skill | Graded Score (1-5) |
|---|--------------------|
| 1.Communication | |
| 2.Patient Care Skills | |
| 3. Attention to Details | |
| 4. Radiation Protection and Safety | |
| 5.Cooperation and Attitude | |
| 6.Professionalism/ Integrity | |
| 7. Critical Thinking | |
| 8. Reliability (Attendance and Punctuality) | |
| 9. Ability to be adaptable | |
| 10. Ability to work well on a team | |
| Total Score: (Best Possible Score: 50 points) | |

Comments:

College of DuPage Radiation Therapy Program

Recommendation Form for Radiography or Nuclear Medicine Supervisor

If student Graduated **more** than 5 years ago, please send this form to your Supervisor

This form is to be given to your current supervisor if you graduated more than five years ago. This form is to be used towards your application for Radiation Therapy at College of DuPage. The completed form is to be sent to hsadmissions@cod.edu directly from the evaluator and will be added to your application file. This will count for 5 points on your Merit Evaluation.

Student Name:

Date:

Year Graduated:

Evaluator Full Name:

Evaluator Title and Institution:

Evaluator Email (In case of questions):

Please rate your technologist on a scale of 1-5 with 5 being the best score possible and 1 being the worst, use the following numeric scale for grading.

- 5. Excellent**
- 4. Good**
- 3. Average**
- 2. Need Improvement**
- 1. Would not recommend**

| Technologist Skills | Graded Score (1-5) |
|---|--------------------|
| 1. Communication | |
| 2. Patient Care Skills | |
| 3. Attention to Details | |
| 4. Radiation Protection and Safety | |
| 5. Cooperation and Attitude | |
| 6. Professionalism/ Integrity | |
| 7. Critical Thinking | |
| 8. Reliability (Attendance and Punctuality) | |
| 9. Ability to be adaptable | |
| 10. Ability to work well on a team | |
| Total Score: (Best Possible Score: 50 points) | |

Comments:

College of DuPage Radiation Therapy Clinical Site Interview Form

Evaluator Name and Title:

Evaluator Email:

Clinical Site:

Student Name:

| Criteria | 1 | 3 | 5 | Comments/Score |
|-------------------------------|---|--|--|----------------|
| Timeliness | 5-10 Minutes Late | On time, prepared for interview | 5-10 Minutes Early, prepared for interview | |
| Politeness | Student interrupts/hurries interviewers several times, does not thank interviewers | Student interrupts/hurries interviewers 1-2 times during interview; thanks interviewers | Student never interrupts/hurries interviewers; thanks interviewers | |
| Overall Attitude | Lack of interest and enthusiasm; passive/indifferent | Shows basic interest and some enthusiasm | Appropriately interested and enthusiastic about interview process | |
| Questions: Asking & Answering | Did not have any questions for the PC, Inappropriate/inaccurate answers to questions; did not answer all questions | Asked one question/unrelated questions. Answers are acceptable and answers all questions. | Asked appropriate questions related to the field. Thorough, appropriate answers to questions | |
| Communication | Shows lack of interest; speaking unclear; inappropriate volume. Responses are inconsistent, lacking in sincerity. Displays inappropriate body language or numerous hesitation markers. (Ex. "Um, Uh, Hmm.") | Showed some interest; speaking unclear; varied volume, Responses generally consistent; specific examples provided consistently; shows sincerity. Body language is appropriate. Minimal hesitation. | Very attentive; speaking clearly; enthusiasm for profession/program conveyed; business-tone volume, Responses all consistent; uses concrete, specific examples; shows sincerity with all answers. Professional Body Language without hesitation. | |

| | | | | |
|--------------------------------|---|---|---|--------------------|
| Introduction | Unacceptable behavior and language; unfriendly | Acceptable behavior, well-mannered, courteous; professionalism lacking | Professional behavior and language; friendly and courteous | |
| Appearance | Overall appearance is untidy; inappropriate clothing choices; poor grooming | Overall appearance is neat; acceptable clothing choice; well groomed | Overall appearance is very neat; job interview appropriate clothing; well groomed; clinic appropriate or business-like appearance | |
| Scenario Responses | Inappropriate/uneducated response, lack of critical thinking. Unconfident. | Response is adequate based on the student's prior education. Slight use of critical thinking, semi-confident. | Response shows outstanding critical thinking skills and educational background. Extremely confident. | |
| Best Possible Score: 40 points | | | | Overall Score: /40 |

For the Clinical Instructor to fill out only:

COMMENTS:

**Would you like this student to be placed at your Site if they are accepted into the Cohort?
Does this student have any known conflict of interests for your site? (Ex. Family members working currently at your site)**

Please send completed form to hsadmissions@cod.edu

You will be asked at least 3 questions from each section at the discretion of the Clinical Instructor along with these main questions:

1. Describe to me what interactions you have had with patients.
2. What experience have you had with miscommunication and/or conflict resolution with a patient/fellow employee, and how did you resolve the problem?
3. Tell me how you handle a situation when you know you've done something wrong and how did you rectify that situation?

General Questions

1. Tell me about yourself.
2. Why did you choose Radiation Therapy as a career?
3. What are your strengths and weaknesses?

4. How do you deal with stressful work situations? How would you handle a disrespectful doctor? Or coworker?
5. How do you try and create a great patient experience?
6. Give an example of the most challenging patient you had under your care?
7. What communication techniques have you used to ensure that patients and families feel supported/cared for?
8. How do you work on a team? Provide some examples.
9. What makes you an ideal candidate for this position?
10. How many times have you applied to this program?

Behavioral Questions:

1. Explain a situation in which you made a mistake. What did you do about it?
2. Tell me about a time you were scheduled to work and it interfered with your plans. How did you handle it?
3. Describe a time in which you had to adjust quickly to changes over which you had no control. What was the outcome?
4. Tell me about a time when you had to be flexible, adjusting to the needs of a patient, family
5. member or your team.
6. Tell me of a time when you were confronted with a difficult change and discuss how you were
7. impacted. How did you respond to the change?
8. Tell me about your worst shift ever and how you handled it.
9. Recall a time when your leader assigned you a task that you considered outside your job
10. description. How did you handle the situation? What was the outcome?

Critical Thinking Questions:

1. Sometimes a small problem can be identified and fixed before it becomes a major problem. Give an example of when you have done this and what the results were of your actions.
2. Tell me about a time when you received negative feedback on your performance by a co-worker and how you handled the situation. What was your plan moving forward?
3. Give an example of when you were flexible and organized with a very sick patient, how would you adapt your typical care style?
4. Tell me about a time when you had to access the chain of command in regards to a patient care
5. Give me an example of a positive experience you had when performing a type of education for a patient. Describe an example that was not efficient/effective and what you did about it.
6. You have a small disagreement with a co-worker. How would you resolve it independently of your immediate coordinator?

7. Listening is a valuable tool. Describe a time when good listening skills helped you overcome a communication problem or gave you an opportunity to exceed in patient care.
8. Describe a time when you realized you needed additional skills or knowledge to be successful? What was your approach to gaining those skills?
9. Tell me about a situation that did not work out as expected. How did you handle it and what were your next steps?
10. Describe a situation where you handled decisions under pressure or when time limits were a factor. What was the outcome?

Integrity Questions:

1. Tell me about a work environment that was not ideal. What was the situation? What did you do? What did you learn?
2. What previous job was the most frustrating and why? Provide specific examples and what you did about the situation.
3. Tell me about a time you made someone upset when you were doing what you were expected to do, and what was the outcome?
4. Provide an example of what you have done to protect the privacy of patients.
5. Please share an example of a situation where your team disagreed with you. How did you respond? What was the final outcome?
6. If you disagreed with a decision made by a superior Radiation Therapist or staff member, how would you handle it?
7. How do you practice ALARA at your workplace?
8. Give me a specific example of how you will handle our policy on not using cell phones or other electronic equipment during work hours.
9. How do you determine if the work you do is a quality job? What are some ways that you have improved the quality of your own work?
10. If you knew a fellow student was being dishonest with their schoolwork or at clinical, how would you handle the situation?

What we are looking for in the Radiation Therapy Program at College of DuPage:

Applicants who:

- Show Professionalism
- Have Emotional Maturity
- Are a Good Fit for Radiation Therapy Team
- Show Academic Readiness
- Are able to work with diverse populations