

CT Imaging Technology/CT Structured Education Certificate Program Checklist & Packet



Fall 2024 – Summer 2025

Below is a checklist on the steps required to apply to the CT Imaging Technology Program.

TO BE CONSIDERED FOR THIS PROGRAM, APPLICANTS MUST BE ARRT AND/OR NMTCB CERTIFIED AND REGISTERED IN RADIOGRAPHY, RADIATION THERAPY, OR NUCLEAR MEDICINE TECHNOLOGY, OR BE ENROLLED IN THE FINAL SEMESTER OF A JRCERT ACCREDITED RADIOGRAPHY, RADIATION THERAPY, OR NUCLEAR MEDICINE TECHNOLOGY A.A.S. DEGREE PROGRAM.

If you are unsure that you meet these requirements, please check with your academic advisor.

[Complete Forsyth Tech Admissions Application](#)

Submit a FT Admissions Application if it has been more than 1 year since you applied

<https://www.forsythtech.edu/students/apply/>

Complete NC Residency at www.ncresidency.org

[Submit Official Transcripts](#)

- High School or GED
- All Colleges where program related courses were completed
- Hospital-based transcripts must report the final cumulative GPA on a 1.0 – 4.0 scale

[Submit Proof of Current ARRT/NMTCB Certification and Registration](#)

- Go to the appropriate website (arrt.org, nmtcb.org)
- Use the online verification option to view your credentials
- Create a screen capture of your information
- Upload a copy of your verification to your MAR application

[Submit the MAR Application](#)

- Submitting the MAR application adds you to the MAR review list. Paperwork will be emailed to you after the application is reviewed

[Fall 2024 – Summer 2025 CT Application](#)



CT Imaging Technology Program CT Structured Education Certificate

Spring 2025 Deadline: December 12, 2024

Summer 2025 Deadline: May 8, 2025

Packet also includes information about the

CT Clinical Experience Course

The Structured Education Certificate (SEC) is a selective enrollment, advanced specialty certificate that begins each semester. To be considered for this program, applicants must be ARRT and/or NMTCB certified and registered in Radiography, Radiation Therapy, or Nuclear Medicine Technology **or**, be enrolled in the final semester of a JRCERT accredited Radiography, Radiation Therapy, or Nuclear Medicine Technology A.A.S. degree program. This part-time, online certificate accepts 8 students per admission cycle and is completed in two semesters. **Please note:** Meeting the minimum requirements does not guarantee admission.

The **SEC satisfies the ARRT requirement for at least 16 hours of structured education** in the content categories of patient care, safety, image production, and procedures needed to pursue post-primary certification and registration in Computed Tomography. In addition to satisfying the structured education requirement, this certificate **provides 208 hours of continuing education credit**.

Technologists who complete this certificate and earn the required clinical experience are eligible to apply to take the ARRT post-primary certification and registration exam in CT.

Contact Nancy Andrews-Hall, Program Coordinator of the CT Imaging Technology Program at 336.734.7433 or nandrews-hall@forsythtech.edu or Herbert Ricks, Coordinator, Health Sciences and Public Safety Advising at 336.734.7248 or hricks@forsythtech.edu for additional information or program-specific questions.

The CT Imaging Technology Program also offers a **CT Clinical Experience course** that provides Technologists the opportunity to earn the clinical experience needed to complete the ARRT application process for the post-primary exam in CT. **The CT Clinical Experience course satisfies the ARRT Clinical Experience requirement.** Technologists who complete this course should be eligible to apply to take the ARRT post-primary certification and registration exam in CT. **Information about the CT Clinical Experience Course begins on page 7.**

1. Complete an application to Forsyth Tech

New and Former students (if it's been more than 1 year since you applied or enrolled in classes) must complete the online application at <https://www.forsythtech.edu/apply-ft/>

Complete NC Residency at www.ncresidency.org

Currently enrolled students do not need to complete a new application. Simply make sure the NC Residency is current.

2. Submit official transcripts

Electronic transcripts can be sent through a secure service to admissions@forsythtech.edu

- or paper transcripts can be mailed to Forsyth Technical Community College Attn: Admissions 2100 Silas Creek Parkway Winston Salem, NC 27103-5197
- or hand-delivered in a **sealed** envelope to the Admissions and Records Office on the main campus
- **emailed copies from you are NOT official**

We must have:

- Official college transcripts where related classes were taken. Only undergraduate classes through bachelor's degree level, we do not need graduate level transcripts.
- If you realize after the deadline that you did not send a needed transcript, it is too late to send additional transcripts. You will only be evaluated on transfer credit for transcripts received by the deadline.
- **If you are currently enrolled in the final semester of a JRCERT accredited A.A.S. degree program at an institution other than Forsyth Tech in Radiography, Radiation Therapy, or Nuclear Medicine Technology, you must submit an unofficial copy of your transcript until your final semester grades have been posted. We must receive your official final transcript prior to the start of the semester. Please submit your unofficial transcript to the MAR application (see question #12 on the MAR application).**

3. Submit proof of current ARRT or NMTCB certification/registration

- Go to the appropriate website (arrt.org nmtcb.org)
- Use the online verification option to view your credentials
- Create a screen capture of your information
- Upload a copy of your verification to your MAR application **(question #9)**

4. Submit the MAR application

Access the online application below to be added to the applicant pool:

[Fall 2024 – Summer 2025 CT Application](#)

What to expect after submitting the application:

- Submitting the MAR application adds you to the MAR review list. We will send the paperwork as soon as we are able to complete the review. **Please note that you will not get a notification when you submit it.**
- Your paperwork will be emailed to you after your MAR application is reviewed. This can happen throughout the application process even up to two weeks after the deadline **so do not expect to be notified immediately.**
- **Check your Forsyth Tech email and keep your phone and address updated with the school.** We will email your MAR application paperwork to your Forsyth Tech email.
- Within 6 weeks after the deadline, you will be notified of your status – admitted, alternate, or not admitted regardless of the decision.
- If you are admitted to the program, there will be instructions in your admission letter with requirements that apply to admitted students – **make sure to meet any of those deadlines/requirements or you can lose your seat in the program.**
- If you are an alternate, we will contact you by phone or email if any seats open in the program.

Understanding the Minimum Requirements

Certification and Registration

Applicants must be:

- ARRT credentialed in radiography, radiation therapy, and/or nuclear medicine technology or
- NMTCB certified in nuclear medicine technology
- Student applicants, see “Student Application and Admission Requirements” below

Grade Point Average (GPA)

Minimum final cumulative GPA requirements in primary pathway educational program:

- Radiography: 3.00
- Radiation Therapy: 3.00
- Nuclear Medicine Technology: 2.75

Student Application and Admission Requirements

Currently enrolled Students must meet the following criteria to be considered for admission:

- Be currently enrolled in the final semester of a JRCERT accredited A.A.S. degree program in Radiography, Radiation Therapy, or Nuclear Medicine Technology
- Minimum Cumulative GPA through the 4th or 5th semester, see “Grade Point Average (GPA)” above
- Have Program Coordinator or Director of the supporting primary educational program to email a formal letter of recommendation to MAR@forsythtech.edu
- Attach unofficial transcript to the MAR application (**question #12**)

Student acceptance is contingent upon the applicant satisfying the following admission requirements prior to the start of the entering semester:

- Submit an official, **final** transcript ([see page 2](#) for additional information) from all college(s) or school(s) attended (except for Forsyth Tech)
- Submit proof of ARRT or NMTCB certification and registration in supporting discipline ([see page 3](#))

Contingently accepted applicants who do not satisfy the admission requirements prior to the first day of their entering semester forfeit acceptance.

Ranking

Applicants with the highest cumulative GPA in their primary modality educational program will be accepted. Currently enrolled students are ranked using their 4th or 5th semester modality-specific cumulative GPA. In the event of a tie, the **completion** date of the MAR application will be the determining factor. An alternate list will also be developed. Alternates will only be accepted if a student originally accepted declines their seat. Applicants not admitted to the program must reapply if they wish to be considered for the next admission cycle.

Notification Procedure

Notification letters will be emailed to accepted students. Applicants who did not meet the minimum admission requirements may submit a new application for the next admission cycle.

CT Imaging Technology Program
Structured Education Certificate C45200SE
TENTATIVE Curriculum Schedules Based on Entry

CT Imaging Technology Program Structured Education Certificate Fall - Spring		
Fall Semester		
Course	Course Title	Cr Hr
CAT 211-805	CT Procedures	4
CAT 212-805	CT Sectional Anatomy	3
Spring Semester		
CAT 210-805	CT Physics and Equipment	3
CAT 214-805	CT Pathology	3

CT Imaging Technology Program Structured Education Certificate Spring - Summer		
Spring Semester		
Course	Course Title	Cr Hr
CAT 210-810	CT Physics and Equipment	3
CAT 214-810	CT Pathology	3
Summer Semester		
CAT 211-810	CT Procedures	4
CAT 212-810	CT Sectional Anatomy	3

CT Imaging Technology Program Structured Education Certificate Summer - Fall		
Summer Semester		
Course	Course Title	Cr Hr
CAT 211-800	CT Procedures	4
CAT 212-800	CT Sectional Anatomy	3
Fall Semester		
CAT 210-800	CT Physics and Equipment	3
CAT 214-800	CT Pathology	3

CAT 3100, CT Clinical Experience Course Overview, and Information

- Course Description:** This course provides technologists with the clinical experience required for ARRT post-primary certification in Computed Tomography. Emphasis is placed on patient care, screening, contrast administration, and manipulation of CT equipment. Individuals entering this course must be ARRT and/or NMTCB certificated and registered in Radiography, Radiation Therapy, and/or Nuclear Medicine Technology. Upon completion, students should be able to demonstrate successful completion of course objectives.
- Course Learning Objective:** After completing this course, students will have documented the performance of a minimum of 125 repetitions of diagnostic quality computed tomography procedures by selecting a minimum of 25 different procedures out of 62 procedures from six different categories (Head, Spine, and Musculoskeletal, Neck and Chest, Abdomen and Pelvis, Additional Procedures, Image Display and Post Processing, and Quality Assurance), and performed a minimum of three and a maximum of five repetitions of each, including 30 done using iodinated IV contrast, satisfying the ARRT clinical experience requirement needed to pursue post-primary credentials in Computed Tomography.
- ARRT Requirement:** **Completing this course satisfies the ARRT Clinical Experience requirement.** Technologists who complete this course should be eligible to apply to take the ARRT post-primary certification and registration exam in CT having met the Pre-Requisites/Prior Learning Requirements for acceptance.
- Course Hours:** 340 Total Hours; 16 Clinical Prep Lecture Hours (via Blackboard) and 324 Clinical Hours
- Clinical Facility Placement:** Students select the clinical facility where they will complete their clinical experience. Sites can be selected from a list of approved clinical affiliates or request to submit a site for approval. Program faculty will guide the student through the process of site approval which includes the signing of a Clinical Affiliation Agreement. Once an Agreement is finalized, the facility will be added to the Program's list of approved clinical affiliates. The student is responsible for contacting the site to ensure the site will accommodate the student's clinical experience.

Schedule Requirements: Students work with their clinical site to create a schedule that each approves; the schedule is then submitted for Program approval. Schedules must meet the following requirements to receive Program approval:

Workdays:	Monday - Sunday
Minimum Days per Week:	2
Hours:	6:00 am - 11:59 pm
Maximum Hours per Day:	12
Minimum Hours per Week:	18

Course Offerings: This course is a multi-start offering and the course starts every other month:

August 2024-2025

August 1, 2024
October 1, 2024
December 1, 2024
February 1, 2025
April 1, 2025
June 1, 2025
August 1, 2025

Course Completion: Satisfying the *Course Hours* and *Course Learning Objective*

Pre-Requisites/Prior Learning Individuals entering this course must:

1. Submit proof of current ARRT and/or NMTCB certification and registration in Radiography, Radiation Therapy, and/or Nuclear Medicine Technology
2. Submit proof of current CPR certification
3. Submit documented proof of having satisfied the ARRT requirement of 16 hours of structured education, including at least one credit from each of the content categories from the *Examination Content Specifications for Computed Tomography* and the remaining hours earned from any one or more of the categories **OR** be currently enrolled in the Forsyth Tech CT Imaging Technology Structured Education Certificate Program.

Evaluation Method: Acquiring specific procedures covered in the *Course Learning Objectives*

Grading Criteria: Satisfactory or Unsatisfactory

Passing Criteria: Completing the *Course Hours* and *Course Learning Objectives*

Required Textbook: CAT 3100 CT Clinical Experience Course Module (Provided /student printed)

Other Requirements:
Highspeed Internet Access
Computer Access
Background Check and Drug Screening

Completed Forsyth Tech Student Medical Form
Malpractice Insurance
Professional Attire

Estimated Cost:

Registration Fee (includes Malpractice Insurance)	\$208
Course Fee	\$50
Background Check and Drug Screening	Varies
- Determined by name changes and states lived in	

Possible Cost:

Physical if Needed
Vaccines and/or Titters if Needed
Professional Attire if Needed

Additional Information:

Contact Nancy Andrews-Hall, Program Coordinator of the CT Imaging Technology Program at 336.734.7433 or nandrews-hall@forsythtech.edu

NOTE: The information provided in this packet is subject to change.