



## **City College Ultrasound Certificate of Applied Science Admission Criteria and Application Process**

### **STEP 1: Complete General Admission Requirements**

[Apply for general admission](#) to City College by completing the online or paper admissions application. If you are a former MSU Billings or City College student, you can complete the Former Student Application online through your myInfo Secure Area account.

Submit all required official transcripts; high school and college, to MSU Billings City College Admissions. If you are a transfer student, request official, complete transcripts from all previous institutions to be sent directly to Admissions. An evaluation of your transfer credits will be completed after you apply for admission by City College Advising. It is the applicant's responsibility to ensure that all official college transcripts have been received and evaluated by City College advising by the priority application deadline of Monday, June 3, 2019 and no later than the final deadline of Friday, July 19, 2019.

An overall GPA of 2.0 and a "C or higher grade" is required for all prerequisite classes required for this program.

Immunization Records: If you were born after December 31, 1956, submit proof of immunization that was administered after December 31, 1968. The immunization dates must also be after your first birthday. Requirements include proof of two (2) doses of immunization against Measles (Rubeola) and Rubella (German Measles) given at least 30 days apart. Include month/day/year. The record must be signed by a physician, health agency, or school official.

If accepted into the program, based on the clinical site requirements, you may need to provide additional medical records prior to going out to any clinical site.

Submit a copy of your current medical licensure, certification and/or registration.

Each applicant must be a graduate of a medical program and must currently be licensed, certified, or registered in a medical discipline. Listed below are the accepted disciplines:

Licensed Practical Nurse	Radiographer
Paramedic	Physician Assistant/Nurse Practitioner
Registered Nurse	Physician
Respiratory Therapist	Physical Therapist
Certified Medical Assistant	Surgical Technician
Dental Hygienist	Limited X-rays Machine Operators
Chiropractor	Occupational Therapist

Note: If your current registration, certification or licensure is not listed here, the Ultrasound Admission Committee will evaluate your academic credentials, work experience and area of registration, certification and licensure on a case-by-case basis.

If an applicant has questions regarding general admission, please contact Jacket Student Central at (406) 247-3007 or [ccadmissions@msubillings.edu](mailto:ccadmissions@msubillings.edu).

## **STEP 2: Complete and Submit Ultrasound Program Application**

□ **Apply to the Ultrasound (US) Certificate of Applied Science (CAS) program.** You will receive the ultrasound program application from City College Advising once your transcripts and medical licensure, certification and/or registration have been evaluated by an Academic Advisor. We encourage individuals to submit this program application as early as possible to ensure time and opportunities to secure the required clinical site if approved to start the program. The priority deadline for the Fall 2019 Ultrasound cohort is Monday, June 3<sup>rd</sup>. Applicants that have submitted their application (and meet all requiring criteria) by the June 3<sup>rd</sup> date will have an opportunity to apply for the St. Vincent ultrasound single spot. St. Vincent Hospital will coordinate interviews in the middle of June and they will make their own selection. The final deadline for the Fall 2019 application is July 19<sup>th</sup>. We will host 2 application/program information sessions in May to go over the program expectations and clinical rotation options. A new program application is required each year. The US Admission Committee will review the program applications to ensure all requirements for entry are met. The committee will consist of the US CAS Director, the US CAS Clinical Coordinator, and US faculty. We will host 2 application/program information sessions in May to go over the program expectations and clinical rotation options.

- Monday, May 6<sup>th</sup> 3:00-4:00 HSCT 219 and Friday, May 10<sup>th</sup> 3:30-4:30pm HSCT 219

- Include a copy of your current medical licensure, certification and/or registration with your ultrasound program application
- Include a copy of your transcript evaluation (completed by City College Advising), verifying that all pre-requisite coursework/proficiencies have been met.

### **Clinical Site Location**

Once approved for admission into the core ultrasound program, each applicant must obtain a clinical site or sites where they will be able to complete the clinical scanning portion of the program. Such clinical facilities must have an official, up-to-date Memorandum of Understanding (MOU) or Affiliation Agreement with City College. Assistance will be provided to each applicant in attempting to obtain a viable clinical site, but obtainment of a clinical site is not guaranteed. An Affiliation Agreement must be finalized before the student can start their core ultrasound courses. Program applications are reviewed on an on-going basis as soon as we start accepting them for the fall cohort. Clinical options are limited so you are encouraged to submit your program application as soon as possible.

### **Clinical Site Requirements:**

#### **All ultrasound clinical sites at a minimum must meet the following criteria:**

- Possess and properly maintain a working ultrasound machine that is capable of being used to perform abdominal, OB/Gyn and small part studies.
- Each clinical affiliate must have properly credentialed and licensed healthcare provider(s) (i.e.: a radiologist and ARRT (S) or ARDMS Sonographer), whom can sign off on student competency exams at the clinical facility when those exams are successfully performed by the student(s).

- Enough variety and volume of clinical exams to allow the student to meet ARRT (S) and/or ARDMS General Sonography exam performance criteria in order to be eligible for the board exams offered by the ARRT and ARDMS in General/Abdominal/Obstetrics/OB-GYN/Small Parts/Physics exam(s).

If an applicant has questions regarding program admission, they should contact the ultrasound instructor, Jenna Andujar, ultrasound instructor, at [jenna.andujar@msubillings.edu](mailto:jenna.andujar@msubillings.edu) or Victor N. White at (406) 247-3086 or via email at [victor.white@msubillings.edu](mailto:victor.white@msubillings.edu)

**Licensure Options upon completion of the program:**

This program's curriculum and training will help prepare students in their area of clinical study to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) and/or the American Registry of Radiologic Technologists Sonography (ARRT) (S) examination. To be eligible for licensure students must complete at minimum 1680 clinical hours.