



2021 Application for Certificate of Applied Science (CAS) Ultrasound Technology

This application is for students applying to the Certificate of Applied Science (CAS) in Ultrasound Technology Program at City College beginning in the Spring 2021 semester. This application must be received no later than Friday, November 13, 2020. All prerequisite courses, or their approved equivalent, and grades must be available by Friday, December 18th, 2020. This application must be legible.

PERSONAL INFORMATION

Full Legal Name:

Last		First		Middle	
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Previous Names(s):

Last		First		Middle	
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MSU Billings Student ID:	
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Current Mailing Address:

City		State		Zip	
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Permanent Mailing Address:

City		State		Zip	
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Current E-mail address:		Permanent E-mail address	
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Phone:	
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Have you ever been convicted of a misdemeanor, felony, or military court martial? ☐ Yes ☐ No

Have you ever been suspended, dismissed, or expelled from a post-secondary medical educational program that you attended? ☐ Yes ☐ No

Have you had any professional license or certification revoked, suspended, or placed on probation?
☐ Yes ☐ No

If you answered yes to any of the three questions above, the American Registry of Diagnostic Medical Sonographers (ARDMS) may not allow you to take the national certification examination following the completion of the CAS Program at City College. Your ability to take the examination, if you answered yes to any of the three questions above, is approved or denied by the ARDMS on an individual basis. You will also be required to pass a background check for felony and misdemeanor convictions and pass a drug screen test before the hospitals will allow you to enter their facility to obtain your clinical experience. If you answered yes to any of the three questions above, contact the Director of Ultrasound Technology for further information before making an application to the program.

This application must be received no later than 5:00 p.m. Friday, November 13, 2020.

Applications may be submitted before this date. Ultrasound Technology is a competitive entry program and the following process will be used to select students for the program. If you are not currently admitted as a student with City College at MSU Billings, you must 1) complete an application for admission, 2) be accepted as a MSU Billings student, and 3) have a transcript evaluation completed by Jacket Student Central before you can make application to this program. You may apply for admission at www.msubillings.edu/citycollege. If you have questions about the general admissions process to City College at MSU Billings, please call Jacket Student Central at (406) 247-3007. The selection process for this program is divided into two phases and only the top students from Phase I will move to Phase II. Phase II consists of a personal interview with the Ultrasound Technology Selection Committee that will make the final selection of students for the next available class in Ultrasound Technology.

Phase I Selection Criteria

Phase I is based on a point system. Points are awarded for (1) grades (2) previous education/degrees/certificates (3) prior work experience (particularly if that experience is in the medical field) (4) letters of reference (5) answers to site visit questions (*not required for the 2021 application*) and (6) completion of a written essay. Points will be totaled from the information you provide with this application and transcripts of your grades. The top scoring students will continue to Phase II of the selection process. Please note that you must provide copies of all your college transcripts (official transcripts should be submitted to Jacket Student Central with your general admission application). Medical work experience requires Human Resources documentation for verification.

Grades:

Points will be awarded based on the applicant's Grade Point Average (GPA) of prerequisite semester courses (or equivalent transfer courses). Points are awarded on the following basis. A GPA of less than 2.5 will receive no points.

- a. 4.0 – 3.5 GPA **(3 points)**
- b. 3.49 – 3.1 GPA **(2 points)**
- c. 3.0 – 2.5 GPA **(1 point)**

All grades from prerequisite courses (or equivalents) must be received no later than **Friday, December 18, 2020** for the Phase I process. The resulting grades will be taken from MSU Billings student records. Copies of college transcripts must be included with your application for those students who are not currently enrolled at MSU Billings or City College at MSU Billings. For students who have just completed approved prerequisite courses at another institution, a faxed or unofficial copy of your transcripts, or emailed grade from your instructor, must be received by **Friday, December 18, 2020** in order to receive point credit in Phase 1.

Reminder: your official transcript must be submitted to Jacket Student Central to complete the admission process to the college.

Education:

Points will be awarded in Phase 1 based on the highest education degree earned.

- d. Doctoral/Professional degree **(4 points)**
- e. Master's degree **(3 points)**
- f. Bachelor's degree **(2 points)**
- g. Associate's degree **(1 points)**

***If your education did not occur at MSU Billings or at City College at MSU Billings, you must provide a copy of your transcripts from the institution you attended with the college degree posted.

School Name	Degree	Date Received

Medical Experience:

Points will be awarded for completion of specific medically related education and experience. Certification or licensure with no experience, where experience is listed, will result in a 50 percent deduction in points awarded. **You must provide a copy of your certificate or license. The applicant must provide HR documentation for verification of work history using this certification or licensure. Verification must be on company letterhead and include employee name, job title, dates worked and be signed by the individual providing the documentation.** The following certification/licensure will count toward Phase I total points.

- Nurse Practitioner, Occupational Therapist, Physician, Physician Assistant, Physical Therapist, other Healthcare Provider (Master's +) **(4 points)**
- BS Registered Nurse, Physical Therapist, Occupational Therapist, Medical Technologists, other Healthcare provider (Baccalaureate level) or equivalent military experience **(3 points)**
- Paramedic, Radiographer, Respiratory Therapist, AS Registered Nurse (Associate's level) or equivalent military experience **(3 Points)**
- Other Associate's degree health care-professionals that includes hands-on patient care from a regionally accredited college or equivalent military experience **(2 points)**
- CNA or EMT with bachelor's degree or equivalent military experience **(1 point)**

Medical Related Education and/or Work Experience (HR Documentation must be submitted for verification)

Company Name/Complete Address	Dates of Employment	Job Title

Hands On Patient Care Volunteer Experience: (HR documentation must be submitted for verification)

Company Name/Complete Address	Supervisor's Name/Current phone number	Dates of volunteer time and total hours volunteered	Volunteer title and responsibility

Letters of Recommendation:

One (1) point will be awarded to students who provide **two letters of recommendation** from individuals other than family members. These letters of recommendation must be mailed by the author to **Janet Drinkwalter, Ultrasound Technology Program Assistant, City College at MSU Billings, 3803 Central Avenue, Billings, Montana 59102**. Points will be awarded based on content. It is recommended you ask three individuals for letters of recommendation in case one of the letters is not received.

Site Visit: ***Not required for Spring 2021 application*

You are required to attend and document a site visit to an ultrasound department and answer a list of site visit question as part of this application process. See *Ultrasound Department Site Visit* below for details. **(Up to 4 points)**

Essay:

You must complete a written essay on the topic ***Why I want to be a Sonographer***. The essay must be 1 to 2 pages, typed, double-spaced, 10 or 12 font size and no pictures. Grammar and content will be considered. **(Up to 4 points)**.

Human Anatomy & Physiology:

Completion of college 200 level or higher ***Human Anatomy & Physiology I and II*** course with a grade of "C" (2.0) or better with evidence of these courses found on your transcripts. **(2 points)**

Phase II Personal Interviews:

Interviews will be arranged tentatively for **Tuesday, December 22, 2020.**

Only the top scoring individuals from Phase I of the selection process will be given a personal interview. The personal interview portion of the selection process will involve answering a series of questions from the Ultrasound Technology Selection Committee. All applicants will be asked the same questions, with follow up questions likely. Interviews will be held on the City College campus or via Webex. Candidates will be scored by each evaluator according to a set formula and these scores are totaled to determine total points for Phase II of the evaluation process. The decision of the Selection Committee is final. The scores from Phase I and Phase II will be added together to determine the final overall score. Overall scores will be compared and the top scores will determine which applicants are selected for the program.

If you are selected for a personal interview, you will be notified by email. We will use the email address you provided on the first page of this application unless we are notified otherwise. After receiving notification of selection, you will be responsible for scheduling a time for your interview with Janet Drinkwalter at (406) 247-3077. **Any student who does not schedule a personal interview by the deadline noted in the email will not be considered for the program.**

Therefore, it is imperative that we have your current telephone, mailing address and e-mail information. Should your street address, phone, or email address change, you are responsible for notifying us immediately. Notification of changes in your contact information must be provided to Janet Drinkwalter at (406) 247-3077 or janet.drinkwalter@msubillings.edu

Final selection. When final selections are determined, the Dean of City College will provide notification to those selected for entry into the program. Students must accept the invitation by the date noted to secure their position. After final selection and student acceptance, the selected students will meet with the clinical coordinators to establish clinical sites for the upcoming term.

Unofficial Phase I Point Total

Prerequisite Grades (up to 3 points)	
Education (up to 4 points)	
Medical Licensure/Work (up top 4 points)	
Letters of Recommendation (1 point)	
Site Visit (up to 4 points)	<i>Not required SP21</i>
Essay (up to 4 points)	
A&P I & II courses (2 points)	
TOTAL POINTS	

Note:

The number of students the City College Ultrasound program can accept in any given semester is limited by the availability of clinical sites. If you are otherwise qualified for program entry but all clinical sites have already been assigned for a particular semester you will have the option of attempting to negotiate an affiliation agreement/Memorandum of Understanding (MOU) with a qualifying Ultrasound clinical site willing to accept you as a student. Securing your own clinical site at a location other than our pre-established clinical sites (listed below) will ensure your entry into the City College Ultrasound program. Note: If you arrange for a clinical site outside of Billings keep in mind that this will involve travel at your own expense.

City College pre-established clinical sites:

1st Choice Imaging – Powell, WY
 Beartooth Billings Clinic – Red Lodge, MT
 Crow/Northern Cheyenne Hospital – Crow Agency, MT
 Franklin County Medical Center – Preston, ID
 Great Falls Clinic Hospital – Great Falls, MT
 Northern Cheyenne Health Center – Lame Deer, MT
 Sidney Healthcare – Sidney, MT
 St. Vincent Healthcare – Billings, MT