

MAGNETIC RESONANCE IMAGING

GATEWAYCC.EDU/HEALTHCARE-CONTINUING-EDUCATION

[INFORMATION PACKET]



HEALTH SCIENCES



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COMMUNITY COLLEGES

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

Dear Prospective Student:

Thank you for your inquiry into the Certificate of Completion (CCL) in Magnetic Resonance Imaging at GateWay Community College.

GateWay Community College offers a sequence of Magnetic Resonance Imaging courses to work towards a Certificate of Completion for Magnetic Resonance Imaging (MRI). The intent of the MRI 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 and Nuclear Medicine, **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 Magnetic Resonance Imaging, if you have questions or if you need assistance in registering at GateWay please feel free to contact Tabby Hatfield, Program Director of Post Primary Education at 602.286.8483 or tabatha.hatfield@gatewaycc.edu or Rebecca Zagrodzky, Administrative Specialist Sr at 602.286-8544 or rebecca.zagrodzky@gatewaycc.edu.

Please note that the CCL curriculum and prerequisites 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 – Washington Campus
602.286.8483
tabatha.hatfield@gatewaycc.edu

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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.

CAREER OVERVIEW

(Source: <https://www.arrt.org/Certification/Magnetic-Resonance-Imaging>)

MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST

Magnetic resonance imaging (MRI) technologists utilize the resonant frequency properties of atoms within a magnetic field to image anatomic and/or physiologic conditions of the body to assist physicians in the diagnosis of disease. They work primarily in hospitals and clinics.

MAGNETIC RESONANCE IMAGING (MRI) CAREERS

Magnetic resonance imaging (MRI) technologists perform scans using radiofrequencies within a magnetic field to produce images of bones, organs, and soft tissue. They also prepare and administer contrast agents to obtain some images. ARRT certification and registration is voluntary, but certification and registration in MRI may help those seeking a career in MRI.

ARRT doesn't provide a list of job postings within the profession. However, magnetic resonance imaging (MRI) technologists seeking a position may want to check the [ASRT JobBank](#).

MAGNETIC RESONANCE IMAGING (MRI) CERTIFICATION

The American Registry of Radiologic Technologists (ARRT) offers both primary and post-primary pathways to [Magnetic Resonance Imaging](#) 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 Magnetic Resonance Imaging certification and registration, via the primary pathway, candidates must complete an educational program accredited by an ARRT-recognized mechanism, meet ethics requirements, and pass the ARRT certification and registration examination in magnetic resonance imaging. To be eligible for ARRT Magnetic Resonance Imaging certification and registration via the post-primary pathway, candidates must meet ethics requirements, document clinical experience, and already hold ARRT registration in [Radiography](#), [Nuclear Medicine Technology](#) (registration through NMTCB is also accepted), [Radiation Therapy](#), or [Sonography](#) (registration through ARDMS is also accepted).

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

MAGNETIC RESONANCE IMAGING (MRI) CONTINUING EDUCATION (CE)

Once certified and registered in magnetic resonance imaging, 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 following initial certification and registration. For example, an R.T. with an October birthday passes the Magnetic Resonance Imaging exam in March; his or her biennium would begin the October following the exam. Any credits earned between March and October, *before the biennium start date, would not count toward ARRT's CE requirements. For more information, check out the [Continuing Education Requirements](#).*

Technologists already certified and registered in a discipline who become certified and registered in additional disciplines maintain their original CE reporting schedule based upon their initial certification and registration. The continuing education requirement is 24 credits, regardless of the number of ARRT

certificates held by a registrant. Technologists who become certified and registered in magnetic resonance imaging within a biennium meet the CE requirement for that biennium.

Looking for CE credits? Check out [CE|R.T.](#)

In addition, any certifications and registrations 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 MAGNETIC RESONANCE IMAGING – OVERVIEW

MRI course work is completed as a part-time, evening sequential courses leading to a Certificate of Completion in Magnetic Resonance Imaging. The Magnetic Resonance Imaging 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 Magnetic Resonance Imaging certificate is academically rigorous in nature, involving science, math, and technical aspects of Magnetic Resonance Imaging. 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, or;
- Certified by ARRT or ARDMS in Sonography, or;

And

- Complete program prerequisites to include DMI/DMS/ICE220/NUC220, and ICE233 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.

Mental & Physical Demands

It is essential that Magnetic Resonance Imaging 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. Magnetic Resonance Imaging 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 give careful consideration to the mental and physical demands of the program prior to making application.

CCL IN MRI – EFFECTIVENESS GOALS

1. Students will be able to perform examinations competently.
2. Students will communicate effectively.
3. Students will develop critical thinking skills.
4. Students will demonstrate professionalism.

ADMISSION CRITERIA

- First come, first serve based on initial class enrollment (ICE229 & ICE264)
- 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;
- Certified by ARRT or ARDMS in Sonography, or;
- And Complete program prerequisites to include DMI/DMS/ICE220/NUC220, and ICE233 with a grade of "C" or higher, or permission of Instructor. Prerequisites 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)
- MRI Safety Screening

CONTINUING EDUCATION – CERTIFICATE OF COMPLETION (CCL) IN MAGNETIC RESONANCE IMAGING

Where selected as part of program completion, the following introductory courses must be completed, to be added to the queue of those waiting for an available cohort space to begin the core curriculum: DMI/DMS/ICE220,, NUC220, ICE233

- + DMI/DMS/ICE220 Sectional Anatomy (3) OR
- + NUC220 Sectional Anatomy for Nuclear Medicine (3) 3

Core Curriculum:

- + ICE229 Magnetic Resonance (MR) Multi-Planar Sectional Anatomy 2
- + ICE233 Fundamentals of Magnetic Resonance Imaging (MRI) 1
- + ICE254 Advanced Imaging Practicum 1
- + ICE264 MRI Physics, Instrumentation and Safety 3
- + ICE268 MRI Advanced Imaging Practicum 2
- + ICE269 Magnetic Resonance Procedure Protocols 3
- + ICE272 Magnetic Resonance Pathology 3
- + ICE292 MRI Board Exam Review Preparation 1

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.

Magnetic Resonance Imaging grading policy is as follows:

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

* MRI students will have the option to take ICE 268 Imaging Practicum in subsequent semesters to complete ARRT competency requirements.

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	
Tuition* (19 credit hrs @ \$85 a credit hr) ¹	\$ 1,615
Registration fees (\$15 per semester)	30
Course / Lab Fees	TBD
Equipment / Supplies	83
Books ²	592
Other Program Costs: Health/Safety Requirements, etc. ³	<u>217 – 882</u>
Total Estimated Costs	\$2,452 – 3,202

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

- 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 studenta
 - ² Book costs/fees may change without notice
 - ³ 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 MAGNETIC RESONANCE IMAGING 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>

IMMUNIZATION AND TB TESTING REQUIREMENTS

All health and safety is 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.

MCCCD BACKGROUND CHECK POLICY REQUIREMENTS

Students seeking admission to an MCCC CD 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 MCCC CD background check. This policy precludes MCCC CD 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 MCCC CD Background Check. Students bear the financial costs for both the MCCC CD Background Check and the AZ Fingerprint Clearance Card. Students will receive Information regarding the MCCC CD 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.

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

1. All newly admitted students are required to submit a urine drug screening as a condition of enrollment in the Allied Health program.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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.
8. 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.
9. 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.

Medical Marijuana Policy

- A. 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.
- B. 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.
- C. 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.

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.

1. 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:
 - a) The site instructor will remove the student from the patient care or assigned work area and notify the clinical agency supervising personnel.
 - b) The Site instructor will notify the Allied Health Program Contact individual immediately.
 - c) 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.
 - d) 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.
 - e) After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home.
 - f) If the student admits to alcohol or drug use, he/she will still require drug screening.
2. 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.
 - a) 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.
 - b) 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.

- c) 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.
- 3. 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.
- 4. If a Student refuses "for Cause" Testing:
 - a) The instructor will remove the student from the clinical setting pending a full investigation.
 - b) The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home.
 - c) 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 MRI 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 MRI?

To meet the need of the community and technologists to qualify for MRI certification through the ARRT.

ARRT link: <https://www.arrt.org/Certification/Magnetic-Resonance-Imaging>

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 – American Society of Radiologic Technologists

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.

ACCREDITATIONS

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission (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.

CONFIDENTIALITY STATEMENT

Students enrolled in the Certificate of Completion in Magnetic Resonance Imaging 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=93183>
- ❖ Consumer Information about gainful employment disclosures can be found at the following link: <https://cdn.maricopa.edu/ged/GWC03/GWC03-5626/51.0911.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. 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 & 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:

Tabby Hatfield Program Director of Post Primary Education/ Phone 602.286.8483 / tabatha.hatfield@gatewaycc.edu

CCL IN MRI INFORMATION & CHECKLIST

1. Obtain and carefully read all the information about the CCL in Magnetic Resonance Imaging and note any questions. Become as well informed as you can about the coursework. Carissa Ziegler, the Continuing Education Administrative assistant or a faculty member will assist you if you have any questions.
2. Transcripts
 - a. Request ALL official college transcripts be sent to the Admissions and Records Office at 108 N 40th Street, Phoenix, AZ 85034-1704.
 - b. 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.
3. For assistance in registering or enrolling in you may contact:
Rebecca Zagrodzky Administrative Specialist Sr/ Phone 602.286.8544 / rebecca.zagrodzky@gatewaycc.edu
4. Course to take for que:
 - a. DMI220/DMS220/ICE220/NUC220 Sectional Anatomy
 - b. ICE233 Fundamentals of MRI

- _____ 5. Enroll in the Certificate of Completion in MRI
First come, first serve based on initial class enrollment (ICE229 & ICE264). The number of applicants admitted to this program varies according to clinical site availability.

- _____ 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.

Continuing Education Contact – Tabby Hatfield Program Director of Post Primary Education/ Phone 602.286.8483 / tabatha.hatfield@gatewaycc.edu

Bookstore – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at: 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 Magnetic Resonance Imaging, contact the Career Center at 602.286.8500 for assistance.

Tutoring Assistance – Available though 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 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 MAGNETIC RESONANCE IMAGING

Your admission to the GateWay Community College Certificate of Completion in Magnetic Resonance Imaging 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 Magnetic Resonance Imaging 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 MCCCDC healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCDC's largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCDC from assigning students to their sites who cannot meet those standards. In order for MCCCDC 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 MCCCDC 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 MCCCDC-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 MCCCDC supplemental-background check.
- The MCCCDC 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 MCCCDC 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 non consensual 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.

Signature

Date

Printed Name

Student ID Number

Desired Health Care Program