

# Admission Process: Radiography Program

## For the class starting August 2025: *Class of 2027*

Detailed below are the Program Admission Requirements. Admission to Hudson County Community College does not guarantee automatic admission to the Radiography Program. A student entering the program must fulfill both classroom and clinical requirements. The clinical education is a competency-based system. By that, it is meant that students' progress through the clinical education system based on demonstration of acquired skills imaging patients of various patient types with a minimum of 62 required evaluations.

Additionally, competency-based education implies that the student is introduced to new information and skills in a step-wise, planned fashion with skill verification at each level before students may progress to the next level. The following excerpt is taken from the ARRT.org website: "Clinical Competency Requirements"

The purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the radiography examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education."

### Step 1: Application

Application for admission may be obtained from the Radiography Program office upon request or online at [www.hccc.edu/programs/radiography](http://www.hccc.edu/programs/radiography). Submit Technical Standards, Step 2, with application.

**DEADLINE FOR APPLICATION: March 28, 2025**

In order to be competitive, it is very important that the applicant complete most, if not all, of the pre-requisite courses by *the end of the spring semester of the application deadline year.* You are encouraged to obtain the highest grades for the required courses, as this is crucial in the ranking process. For any courses taken at colleges other than Hudson County Community College, you *must* submit your official transcripts with your application.

### Admission Requirements:

1. Attendance of a Radiography Information Session
2. Cumulative GPA of 2.50 or higher
  - 2a. All required general education courses must be a C or higher
  - 2b. Science courses must be a C grade and no older than 5 years.

3. Applicant Testing: Applicants must submit test results for ranking:
  - a. Test of Essential Academic Skills, for Allied Health (TEAS) — test scores must be received by March 28, 2025. Minimum score of 60 in all test sections (Reading, Math, Science and English).
  
4. A successful clearance of a full criminal background check is mandatory
  - A successful background clearance must be confirmed prior to the Pre-Program Meeting.
  - A pre-application to the www.ARRT.org (fee \$100.00) is required *if* candidate may not be eligible to sit for the registry examination, due to a conviction record that may affect their eligibility to sit for the Registry. This must be done prior to starting the program.
  
5. Copy of one of the following (1) High School diploma, (2) High School transcript, (3) General Education Development test (GED) certificate or (4) GED transcript. Required by the New Jersey Radiologic Technology Board of Examiners. Those educated outside of U.S. please refer to #8.
  
6. Applicant must be of good moral character as required by the New Jersey Radiologic Technology Board of Examiners.
  
7. Able to meet the essential functions of the technical standards necessary for the course of study in the program (see “technical standards” in application packet).
  
8. Foreign Education:
  - *For those who are not U.S. Citizens: current legal status documentation is required.*
  - Applicants with high school and/or college education from outside the United States ***must*** have their transcripts translated and evaluated by a professional evaluation agency. A course by course evaluation is required and the below listed General Education courses must be evaluated as a 3-credit course with a passing grade of “C” (Math-English-A&P I- Psychology-Computers). Allow ample time for processing. An application will not be processed without this documentation.
  - The following evaluation agency is recommended by the program:

WORLD EDUCATION SERVICES, INC.  
P.O. Box 5087  
Bowling Green Station  
New York, New York 10274-5087  
Telephone: 212.966.6311

Contact [www.ARRT.org](http://www.ARRT.org) for other third-party evaluators that will be accepted by the ARRT in order for the candidate to be eligible to sit for the ARRT Certification Examination. The following information is from the ARRT website:

"International degrees awarded by institutions outside of the U.S. (and not otherwise recognized by ARRT) must be evaluated by a credential evaluation service that is a member of the Association of International Credential Evaluators, Inc. (AICE) and/or the National Association of Credential Evaluation Services (NACES)."

## **STEP 2: TECHNICAL STANDARDS FOR ESSENTIAL JOB FUNCTIONS**

Please read, sign and date the attached form that states you are capable of fulfilling these requirements. Download the forms here and return with application.

## **STEP 3: PRE-PROGRAM MEETING**

- a. Pre-Admission Meetings will only be scheduled after application deadline date and after program receives successful background clearance.
- b. The Pre-Admission Meeting will be conducted by members of the Radiography Program Admissions Committee. The Program Director and the Radiography Program Admissions Committee uses the Admission Ranking Criteria Form in making decisions regarding an applicant's readiness for admission to the Radiography Program.

## **STEP 4: ACCEPTANCE INTO THE PROGRAM**

Admissions to the Radiography Program will be determined by a point ranking system in the Admission Ranking Criteria Form including date of application. Applications will be reviewed by the Radiography Admissions Committee to be scored and ranked by the following criteria:

- Cumulative GPA
- General education classes completed
  - With advanced approval by the division, no more than two non-science general education courses may be considered for completion during the professional component based on a 3.0 or higher GPA at the time of acceptance.
- GPA of specified science and math courses
- Entrance Exam score:
  - i. TEAS: Qualified applicants can take the ATI Test of Essential Academic Skills Test at the HCCC Testing Center. It is recommended, applicants wait a minimum of 2 months to retake the test in order to allow time to remediate sections needing improvement before the March 28, 2025 deadline. If the student repeats the TEAS test, the higher of the scores will be used. Please refer to the ATI-TEAS. (</academic-skills-center/Pages/ATI-TEAS-Testing.aspx>) Testing website page for more information. [www.atitesting.com](http://www.atitesting.com)

*The ATI TEAS practice test can be downloaded at no cost through your mobile device.*

- Attendance of a Radiography Information Session *or* a H.C.C.C. Open House
- In addition to steps 1, 2 and 3 under Admission Requirements, additional college degrees, health related certificates, health insurance, Pre-program Meeting, related activities/experiences such as health related careers and volunteering are considered in the application process. Upon notification of acceptance, the applicant will receive a handbook to review and acknowledge enrollment into the program.
- Upon acceptance to the Radiography program, all students are required to obtain the following by a specified deadline date:
  - i. \$100 payment and confirmation of seat deposit/processing fee. (credited towards tuition)
  - ii. A current physical examination which includes a specified immunization record, required laboratory work and all three COVID vaccines.
  - iii. Verification of successful completion of CPR: (specific to health care practitioners). This should be completed in September for 2-year issue to allow for clinical education.
  - iv. A successful clearance of a mandatory drug testing screening.
- Notification of acceptance into the program will occur when Admission Committee meets after May 1, 2025.

Applicants will receive notification through the e-mail if they are accepted, placed on the wait list or not accepted. Candidates receiving identical ranking scores will be accepted based on earliest application date. Based on clinical capacity and once the class is filled, any applicants on the waitlist could possibly be accepted up until 1 week prior to the start of classes. If not selected, those candidates would need to reapply again as a new applicant for the following year due to the dissolving of the waitlist.

Entrance exam scores cannot exceed 5 years.

## **6. MALPRACTICE AND HEALTH INSURANCE:**

1. Malpractice: Students must obtain their own malpractice liability insurance which is purchased by the student online each year in August. The student must provide proof of the current policy in order to participate at the clinical sites.

\***HPSO** is the provider; [www.hpso.com/quick-quote](http://www.hpso.com/quick-quote); Phone: 1-800-962-9491.

Annual cost for \$1-3 million; Coverage is approximately \$48.00

2. Health: Students must provide proof of current Mandatory health insurance/coverage while enrolled in the program with application.

## **7. PREGNANCY POLICY:**

It is the student's right to choose to disclose any medical condition including pregnancy. If a student becomes pregnant while attending the program, the student has three (3) options:

1. Not to disclose the pregnancy.

2. To voluntarily disclose the pregnancy, in writing, to the Program Director, and continue in the program without modification.
  - a. Student may withdraw the declaration of pregnancy at any time, in a signed written statement, that will be filed with the Radiation Safety Officer and the program.
3. A written notice for Leave of Absence, which is allowed for up to 6/8 weeks. Please refer to policy manual.

The following choices are **available Options with Modifications:**

1. If the confirmation of pregnancy occurs within the first semester, the student may choose to withdraw from the Program and return at the beginning of the first semester the following year, a repeat background check will be mandatory; no re-application process is needed.
2. If the pregnancy occurs after the completion of the first semester the student may choose to withdraw from the Program and re-enter the following year at the beginning of the same semester as withdrawal. A repeat background check will be mandatory; no re-application process is needed.
3. If the student does not choose to withdraw from the Program, all didactic and clinical requirements must be satisfactorily met before a diploma will be granted. This may be accomplished by:
  - a. Attending all didactic sessions and clinical rotations during the pregnancy, with modifications.

## **8: GRADUATION REQUIREMENTS**

In order to graduate from Hudson County Community College Radiography Program and receive an Associate in Science Degree (A.S.), the student must complete the following:

- A. Successfully pass all courses listed in the General Education & Science requirements for the program
- B. Successfully pass all didactic courses listed for the Professional component
- C. Students must demonstrate clinical competence in a minimum of 62 required clinical competency evaluations on patients ranging from Pediatric to Geriatric to Trauma. A JRCERT and New Jersey R.T. Board of Examiners accredited program is responsible for ensuring that prior to graduating, the student is capable of completing the 4 goals of the program which are:
  1. Students will possess the knowledge and skills to competently perform entry-level diagnostic imaging procedures.
  2. Students will use effective critical thinking and problem-solving skills.
  3. Students will use written and verbal communications skills capably
  4. Students will value the need for professional growth and development
- D. Complete all State and program continual and terminal competency evaluation requirements.
- E. Complete all program requirements in addition to course and competency evaluations, e.g. required clinical time by Program Completion Date.
- F. Satisfy all financial obligations with the college in order to obtain A.S. degree.
- G. Submit Graduation Degree Audit in May before graduation (non-refundable fee if required)
- H. Remain of good moral character upon graduating in order to be eligible to sit for the ARRT national certification examination and obtain a New Jersey State issued license to practice

Diagnostic Radiography. [N.J.A.C.7:28-19.11(a)1] Please visit application requirements for NJ and /ARRT: [www.state.nj.us/dep/rpp/tec/index.htm](http://www.state.nj.us/dep/rpp/tec/index.htm) [www.arrt.org](http://www.arrt.org)

## **9: PROGRAM COMPLETION TIME REQUIREMENT**

The student must complete the program within no less than two (2) calendar years and no more than three (3) calendar years from the point of admission to the full day program track. The student is considered to be a full day student in the program when:

1. They begin the 30-credit professional course of the program sequence
2. The N.J. RT Board of Examiners has been notified that they have begun the 2-year sequence

\*The admissions and educational policies of the Hudson County Community College Radiography Program are non-discriminatory and administered with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin and any other protected class

*Note: Admitting criteria is subject to change. It is the applicant's responsibility to review the criteria on a regular basis*

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