



# Mitchell Technical College Radiation Therapy Application Packet

Thank you for your interest in the Mitchell Technical College Radiation Therapy program. The following is a general overview of the program, the application and acceptance procedures, program structure, and student expectations. Please remember that this is a summary of a multi-step process that ultimately leads to a complete application.

## The Program

Each year, students are selected from a pool of applicants for the 12-month, 3- semester program. The first semester all students will attend classes in the Radiation Therapy department on the Mitchell Technical College campus. Students will spend the subsequent two semesters (spring and summer) in a radiation therapy facility, completing their clinical experience. This requires students to relocate to the community where the assigned facility is located at their own expense. Students will also complete online courses during their clinical semesters. Holidays are observed in accordance with Mitchell Technical College policies throughout the length of the program. Upon completing the program, the graduate is eligible to apply for the American Registry of Radiologic Technologists (ARRT) registry and become certified in Radiation Therapy. Students are also required to meet Mitchell Technical College general education requirements, as well as courses such as anatomy, physiology, and college algebra.

## Application

Please note, applicants to the Radiation Therapy Program must be an ARRT registered Radiologic Technologist or registry eligible student radiographer. The application process includes a review of submitted transcripts, references, and personal résumé. We recommend that students apply early. Qualified applicants, who meet the admission requirements, will be accepted to the program on a first come first served basis.

## Clinical Site Selection

As stated above, during the second and third semester of enrollment, students will attend clinical rotations in two different locations. The program director determines which sites a student will attend based partially on the student's preference. Clinical assignments will be announced during the first four weeks of the program. Clinical sites are located throughout the region, including SD, ND, IA, and WY.

It is the intention of the program and Mitchell Technical College to make sure that you are well informed about the entire process surrounding application, acceptance, and attendance. We recommend that you maintain a close working relationship with the Admissions Office throughout the process.

Thank you for your interest in Mitchell Technical College and the Radiation Therapy Program,

A handwritten signature in black ink that reads 'Paula Freeman'.

Paula Freeman, M.S. Ed., R.T. (R) (T)  
Radiation Therapy Program Director  
605-995-7162

[Paula.Freeman@Mitchelltech.edu](mailto:Paula.Freeman@Mitchelltech.edu)

**\*\*IT IS VERY IMPORTANT TO READ EVERYTHING IN THIS PACKET\*\***



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Acceptance is awarded to students on a first-come, first-serve basis once all these steps are complete.

Please use the following information as a step-by-step guide for applying to the Radiation Therapy Program. The application process is not considered complete until all items are on file in the Mitchell Technical College Admissions Office. Once all items are complete and turned into the Admissions Office, the applicant's file will be reviewed.

If you have any questions about the application requirements, please contact the Admissions Office. We are here to help you through the process.

1. **Apply to Mitchell Technical College at [www.mitchelltech.edu/apply](http://www.mitchelltech.edu/apply)**. Any previous year's application to the Radiation Therapy Program is no longer valid.
2. **Send official high school transcripts to Mitchell Technical College**
3. **Send post-secondary transcripts to Mitchell Technical College.**
  - Applicants to the Radiation Therapy Program are required to be ARRT registered Radiologic Technologists or registry eligible student radiographers.
  - Applicant's overall college GPA must be at least 2.5 on a 4-point scale.
4. **Provide three (3) letters of recommendation**
  - Two (2) letters should be employment/education related. The third can be a personal recommendation, however, family members are excluded. It is important that these letters are signed by the individual providing the recommendation.
  - If you are a current radiology student, one recommendation must come from your Program Director.

All letters of recommendation, once received, will become the property of Mitchell Technical College, and will be kept confidential.
5. **Submit a personal résumé.**
6. **Review and sign the *Essential Requirements for Radiation Therapy* document.**



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## Essential Requirements for Radiation Therapy Document

Essential requirements are performance related and provide criteria so that the applicant can independently evaluate their own ability to fulfill the requirements of a radiation therapist. These requirements are aligned with the expectations of industry and are made available to facilitate a valid career choice by the applicant.

### Physical Demands and Working Conditions

Heavy work requiring pushing, pulling, carrying, holding, lifting, and exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently and/or up to 20 lbs. of force constantly in order to move objects like the human body and equipment. Good manual dexterity is necessary for dialing, filing, grasping, holding, turning, typing, reaching, sorting, and writing. Up to 80% of the schedule involves standing or walking. Due to the hazard of ionizing radiation exposure in x-ray, particular standards and procedures must be followed as outlined in the Program Handbook.

### Communication requirements

Receive and comprehend written, oral, and nonverbal messages. Accurately communicate with co-workers and other personnel regarding treatment procedures, such as writing technical notes and treatment instructions. Fluency in written and spoken English is essential to ensure patient safety.

### Environmental risks

Individuals may be exposed to infectious disease, bloodborne pathogens, radiation exposure, physical hazards such as needle sticks or injuries sustained by moving or lifting patients, equipment, or materials. Radiation exposure is monitored throughout clinical training.

### Sensory and cognitive requirements

Discriminate details (lines, dots, numbers, etc.) under conditions of dim light. Demonstrate sufficient depth perception and distinguish differences between colors. Applicant must be able to hear sufficiently in order to receive and comprehend orders/direction without visual cues. Observe patients undergoing treatment or other care through direct visualization or on a TV monitor

Interpret multiple factors about a situation and understand their impact (i.e. simultaneously operate equipment and observe patients). Perform activities in a logical sequence, maintaining patient safety.

### Dress Code/Personal Hygiene requirements

Students must adhere to dress code/personal hygiene policies of the program; including but not limited to:

- Uniforms will be clean and neat in appearance; clothing must fit properly and not display offensive print/images
- Conservative use of cosmetics, colognes, perfumes
- Conservative hair color and style. Facial hair must be well trimmed
- Visible body piercings and gauges are unacceptable in the clinical setting
- Existing tattoos must be concealed or approved by faculty if not concealable



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## Ethical Standard Requirements

Mitchell Technical College observes the ARRT Standard of Ethics. Students are eligible to apply for the ARRT certification after graduation from the program. Charges or convictions of a misdemeanor or a felony must be reported to the ARRT Ethics Committee for review.

## Immunization Information

Mitchell Technical College requires the two doses of the MMR vaccine for admission. Additional vaccinations are required to complete the clinical component of the program, including the Covid-19 vaccine.

## Admissions Non-Discrimination Policy Statement (As printed in the Mitchell Technical College catalog)

Mitchell Tech does not discriminate in its employment of policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504

May be referred to:

US Dept. of Education, Office for Civil Rights  
10220 N Executive Hills Blvd. 8th Floor  
Kansas City, MO 64153-1367  
Phone: (816) 880-4202  
Fax: 816) 891-0644

For the complete policy statement [click here](#)

Please sign this form to indicate that you have read, understand, and confirm that you can meet the essential requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Reference Criteria

As previously mentioned, we require three (3) letters of recommendation along with your application for consideration in the Radiation Therapy program at Mitchell Technical College. The letters of reference provide information regarding the student's profile.

Please arrange to have two (2) of the recommendation letters to be employment/education related and one (1) personal reference. Please do not use family members for references. If you are a current radiology student, one of these letters must come from your Program Director.

The following is a sample list of criteria suggested for references to include in their recommendation.

- In what capacity and for how long have you known the applicant?
- Please comment on the applicant's attendance and punctuality.
- Describe the prospective student's interpersonal skills.
- What are the applicant's strengths?
- What is your opinion of the student's academic and personal qualifications?
- Please share any concerns you have for the individual's success in the field of Radiation Therapy.

To ensure letters of reference are received, it may be in the best interest of the applicant to have references returned to them in a sealed envelope to be mailed to Mitchell Technical College by the applicant.

Mail letters of reference to the address below or individuals may email their letters to [admissions@mitchelltech.edu](mailto:admissions@mitchelltech.edu).

Admissions Office  
Mitchell Technical College  
1800 East Spruce Street  
Mitchell, SD 57301