

Experience Guidelines

The following is to provide guidance for gaining experience points. Examples given are not exclusive.

The 'Experience Form' must be included with the application.

Work and/or Volunteer.

Categories include healthcare, charitable, or military experience.

Healthcare and/or charitable work must be done within the past 4-years.

Definitions:

- Healthcare – Working or volunteering in a healthcare field where you perform patient care. Examples include but are not limited to:
 - o CNA
 - o Imaging Tech Aid
 - o Medical Receptionist
 - o Patient Transporter
 - o Medical Assistant
 - o Etc.
- Charitable – Service with an organization where you volunteer your time to help individuals or the community. Examples include but are not limited to:
 - o Food pantries
 - o Community clean up
 - o Patient or children assistance
 - o Religious mission trips/service
 - o Etc.
- Military –Any current or prior service with the United States armed forces.

Proof of work or volunteer

Proof for work or volunteer experience **must** include the name of the organization and contact information from someone that can verify your work/volunteer experience. Include the description of your position and total work or volunteer hours completed. Examples include but not limited to:

- Letter of reference on company letterhead
- Attestation letter (i.e. Statement of verification) on company letterhead
- Time records
- Etc.

Proof submitted that cannot be verified is ineligible. Please do not include W2 or other records with your social security number or other identifiable information.

Certification/License

A certification or license is defined as medical skill you have received formal education for. The certification/license must be current and not expired.

Examples of acceptable certification include but are not limited to:

- CNA
- Phlebotomist
- EKG
- LXMO
- MA
- EMT
- Etc.

Non-acceptable certifications are those that do not provide a certified skill. Examples of non-acceptable certifications include but are not limited to:

- CPR (This is a required element for all Radiography students)
- Online CE
- Academic awards
- Etc.

Proof for certification/license are by submitting copies of the certification/license that include expiration dates if applicable.

Professional Involvement

Includes membership to a Radiology related organization/society. Membership must be current. Examples include but are not limited to:

- STARS
 - o PACE Committee
- NvSRT
- ASRT
- Etc.

Proof for professional involvement is by submitting a receipt of paid membership and/or membership card that includes expiration dates if applicable.

Experience coversheet

Use this form or a replicate as a cover sheet for all proof of experience.

May include a list in if there is more than 1 in each category.

Healthcare Work Experience

- I have **healthcare work** experience Yes No

Name of company where employed:

Full-time Part-time

Length of time employed:

Job duties:

Type of proof being submitted:

Volunteer Experience

- I have **healthcare volunteer** experience Yes No

Name of company where you volunteered:

Length of time volunteered (i.e. hours or years)

Volunteer tasks performed:

Type of proof being submitted:

- I have **non-healthcare volunteer** experience (i.e. charity) Yes No

Name of company where you volunteered:

Length of time volunteered (i.e. hours or years)

Volunteer tasks performed:

Type of proof being submitted:

Certifications/Licenses

- I have healthcare certifications or licenses Yes No

Type of certification/license (i.e. CNA, EKG, etc.):

Date of expiration (if applicable)

Professional Involvement

- I have membership to a Radiology related organization(s) Yes No

Name of organization(s):

Date of expirations:

Type of proof being submitted:

Military Experience

- I have prior military experience: Yes No

Branch of military:

Length of service: