



# APPLICATION FOR ADMISSION TO THE CARDIAC SONOGRAPHY PROGRAM

Spring 2026

JACKSON COLLEGE  
ASSOCIATE in APPLIED SCIENCE CARDIAC SONOGRAPHY

NAME \_\_\_\_\_ JC STUDENT ID NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ DOB: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

JC EMAIL \_\_\_\_\_ PERSONAL EMAIL \_\_\_\_\_

**The following items are required by the Allied Health office prior to entering the program:**

- ☐ Jackson College Application
- ☐ Please attach any earned degrees/experience
- ☐ Have you completed a job shadow? Please attach completed form.
- ☐ What are your geographical limitations? Please answer the following questions on page 2 of the application.
  - 1. Commuting to a clinical site-** What are you willing to drive in a measurement of time from your place of residence to a clinical location?
  - 2. Relocating to a clinical site-** Are you willing to relocate to be closer to one of our clinical site locations in order to complete your clinical hours (for the duration of the program)? Relocation means you would be willing to reestablish residency in the geographical region of a clinical site. *All costs of relocating would be incurred by the student.*

- ☐ For each course listed below, please fill in an appropriate response:

Indicate your grade if you have completed the course OR indicate if you are currently enrolled.

**\*Students must meet the required credits for each prerequisite course transferred to JC**

A minimum grade of **2.0** is required in the following classes:

**ENG 131** \_\_\_\_\_ **MAT 130** \_\_\_\_\_ **PSY 130** \_\_\_\_\_ **PHY 145** \_\_\_\_\_ or **PHY 131** \_\_\_\_\_  
\*3 transfer credits \*3-4 transfer credits \*3 transfer credits \*Choose one PHY. 2 transfer credits

**GEO 6\*** \_\_\_\_\_ **DMS 100** \_\_\_\_\_ **DMS 104** \_\_\_\_\_ **GEO 2\*\*** \_\_\_\_\_  
\*3 transfer credits \*3 transfer credits \*3 transfer credits \*3 transfer credits

\* GEO 6 - Choose one of the following: ART 111, ART 112, ENG 210, ENG 242, ENG 246, ENG 247, ENG 249, ENG 252, ENG 254, ENG 255, ENG 256, ENG 257, HUM 131, MUS 131, MUS 132, PHL 231, THR 116

\*\* GEO 2 – Choose one of the following: COM 231, COM 240, COM 250, HIS 211, HUM 131, PHL 243, PLS 262, PSY 152, SOC 152, SOC 246

A minimum grade of **2.5** is required in the following class(es):

**BIO 132** \_\_\_\_\_ or  
**BIO 253** \_\_\_\_\_ & **BIO 254** \_\_\_\_\_  
\*Choose one BIO. 4 - 5 transfer credits

A minimum grade of **3.0** is required in the following classes:

Additional Points Earned:

**MOA 120** \_\_\_\_\_ **HOC 130** \_\_\_\_\_  
\*2-3 transfer credits \*3 transfer credits

**HOC 135** \_\_\_\_\_

### **Geographical Limitation: (Required)**

**Commuting to a clinical site** – What are you willing to drive in a measurement of time from your place of residence to a clinical location (ONE WAY)? **Please mark preference.**    **½ Hour**    **1 Hour**    **1.5 Hours**    **2 Hours**

**Relocating to a clinical site** – Are you willing to relocate to be closer to one of our clinical site locations in order to complete your clinical hours? Relocation means you would be willing to reestablish residency in the geographical region of a clinical site. (please mark one):    **YES**    **YES (WITHIN MICHIGAN ONLY)**    **NO**

Optional Points Earning Activities (Must be submitted by application deadline):

1. Job Shadow (observing in a Cardiac Sonography lab during a scheduled job shadow visit.) The **4-hour job** shadow needs to be completed by September 15<sup>th</sup>. (*Submit this documentation along with your application. Please utilize the job shadow form for documentation.*)
2. Any degrees and/or work experience. In order to receive points for prior degrees earned or work experience, please attach a copy of the degree or proof of work experience. Work experience needs to be in the form of a letter from the employer on company letterhead, include a brief description of job duties, length of time employed, & signed to be counted.

### **TECHNICAL STANDARDS AND ESSENTIAL FUNCTIONS THAT ARE REQUIRED TO SUCCESSFULLY COMPLETE AN ASSOCIATE IN APPLIED SCIENCE DEGREE IN SONOGRAPHY**

Students who require accommodations to meet the technical standards are encouraged to disclose their needs as early as possible. To ensure appropriate support planning, students should communicate their accommodation requests before accepting program placement. Reasonable accommodations are available to support student success, and early disclosure helps facilitate access to necessary resources.

Reasonable accommodations are provided for students with documented disabilities in accordance with the Americans with Disabilities Act. Students must be able to meet the technical standards for the profession with or without reasonable accommodations. If, after an interactive process, no reasonable accommodation can be identified that enables the student to meet these standards without fundamentally altering the program, admission or continuation in the program may not be possible

Students accepted into the Diagnostic Medical Sonography program at Jackson College must acknowledge and demonstrate the ability to meet the Technical Standards and Essential Functions outlined in this document.

Technical Standards and Essential Functions Required to Successfully Complete an Associate in Applied Science Degree in Sonography

The Diagnostic Medical Sonography (DMS) Program defines technical standards and essential functions to ensure students possess the necessary abilities to fully engage in and succeed in all aspects of the program.

These standards apply to both admission and continued participation in the program and are essential for safe and effective ultrasound practice while adhering to the ALARA (As Low As Reasonably Achievable) principle.

Instructions:

By signing this form, students confirm that they:

- Have read and understand the Technical Standards and Essential Functions.
- Can perform these tasks with or without reasonable accommodations.
- Understand that Jackson College will make every effort to provide reasonable accommodations in accordance with the American Disabilities Act (ADA); however, accommodations in clinical settings depend on the policies and capabilities of affiliated healthcare facilities and cannot be guaranteed.

- Acknowledge that inability to meet the technical standards, even with reasonable accommodations, may impact their ability to continue in the program.
- Understand that it is their responsibility to request accommodations through the Center for Student Success in a timely manner.
- Recognize that failure to request accommodations may affect their ability to successfully complete the program.

#### Health & Safety Considerations

- The DMS Program is committed to ensuring the safety of students, classmates, and patients.
- If there are concerns regarding a health issue or disability, Jackson College reserves the right to require a medical release.
- Students are responsible for the cost of any required examinations.
- Students must notify instructors of any health risks that may impact their performance.

### TECHNICAL STANDARDS & ESSENTIAL FUNCTIONS

#### Sensory Abilities

- Ability to actively engage in all demonstrations, lab exercises, and clinical experiences.
- Recognize, interpret, and respond to facial expressions, body language, and monitor patient's physical and mental status during the scan.
- Hear soft or muffled voices under personal protective equipment (PPE) and monitor Doppler signals for diagnosing abnormal blood flow.
- Work in a semi-darkened room for up to 8-12 hours.
- Scan using real-time sonography to differentiate normal anatomy from abnormal pathology.
- Vision sufficient to distinguish shades of gray, color, and observe real-time diagnostic images.
- Detect changes in patient condition and respond accordingly.
- Monitor vital signs and physical responses while conducting examinations.

Student Initials: \_\_\_\_\_

#### Communication Skills

- Communicate effectively in English through verbal, non-verbal, and written means with faculty, peers, patients, families, and the healthcare team.
- Gather relevant patient information, respond to questions, and interpret physician orders.
- Provide clear instructions to patients and relay sonographic findings accurately.
- Speech must be clear and understandable by faculty, clinical staff, and patients.

Student Initials: \_\_\_\_\_

#### Motor Skills & Coordination

- Stamina and strength to push, pull, bend, and stoop routinely.
- Sufficient strength to lift and carry up to 40 lbs., including positioning patients and moving heavy ultrasound equipment.
- Ability to exert muscle force repeatedly or continuously over time, including walking, standing, or remaining upright for 8-12 hours.
- Demonstrate manual dexterity and fine motor movements to manipulate the ultrasound transducer and control panel.
- Maintain prolonged arm positions needed for scanning while ensuring patient safety and comfort.

Student Initials: \_\_\_\_\_

## Intellectual & Decision-Making Abilities

- Ability to gather, interpret, and integrate information for informed decision-making.
- Collect and assess patient data to determine its significance for the requested sonographic scan.
- Apply professional judgment to modify protocols as needed based on patient condition.
- Successfully complete all academic and clinical components of the program, which requires learning technical, medical, and pathophysiological information.
- Analyze, synthesize, and apply sonographic data in real-time.

Student Initials: \_\_\_\_\_

---

## Behavioral & Social Attributes

- Maintain emotional stability and sound judgment in high-pressure environments.
- Foster professional and empathetic relationships with patients and healthcare team members.
- Adapt to evolving clinical settings and handle stress effectively.
- Demonstrate integrity, compassion, and professional behaviors at all times.
- Receive and apply constructive feedback to improve sonographic skills.
- Adhere to ethical standards outlined in the Sonographer Scope of Practice and Clinical Practice Standards by the Society of Diagnostic Medical Sonography (SDMS). <https://www.sdms.org/about/who-we-are/code-of-ethics>

Student Initials: \_\_\_\_\_

---

## Accommodation Policy

- You must be able to perform each of these tasks with or without reasonable accommodations.
- If you require an accommodation due to a disability, it is your responsibility to provide appropriate documentation and formally request the accommodation through the Center for Student Success.
- Jackson College is committed to ensuring equal access to its programs and services for qualified students with disabilities and will make every effort to provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.
- Students needing accommodations should contact the Center for Student Success as early as possible to begin the interactive process of documenting eligibility and appropriate accommodations.
- DMS students with disabilities are expected to meet all essential functions of the program with or without reasonable accommodations.
- While the DMS program strives to assist students requiring accommodations, the Program Director, faculty, and affiliated clinical facilities may review accommodation request to ensure they do not fundamentally alter course objectives, essential competencies or clinical requirements.

Student Initials: \_\_\_\_\_

---

## Final Acknowledgment

I, \_\_\_\_\_, have read and understand the Technical Standards and Essential Functions required to successfully complete the Sonography Program at Jackson College.

By signing below, I acknowledge that:

- I can meet these essential functions with or without reasonable accommodations.
- I understand my responsibility to request accommodations, if needed, through the Center for Student Success.
- Reasonable accommodations are available for students with documented disabilities in accordance with the Americans with Disabilities Act. I acknowledge that I must meet the technical standards for the profession with or without reasonable accommodations. If, after engaging in the interactive process, no reasonable accommodation can be identified that

enables me to meet these standards without fundamentally altering the program, I understand that admission or continuation in the program may not be possible.

- I agree to comply with all technical, behavioral, and ethical standards outlined in this document.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

My signature verifies that I have met all requirements for application to the Cardiac Sonography program; **I have (1) read, (2) understand, and (3) have initialed each Technical Standard and Essential Functions (see pages 1-5), for Admission.** Cardiac Sonography Admission Process (pages 1 -5); of my admissions file is complete. I understand that this program is competitive with a limited number of seats awarded each program year. Minimum grades and program requirements do not guarantee admission.

***Students MUST consult with a Student Success Navigator. The Navigator's signature indicates that the point system has been reviewed with the applicant. The student's signature verifies that all the admission requirements have been met.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Navigator Signature

**Application form must be submitted directly to: YOUR STUDENT SUCCESS NAVIGATOR**

Applications are only accepted from Student Success Navigators.

**APPLICATION (including job shadow, prior education/work experience documentation) AND TRANSCRIPT DEADLINE: SEPTEMBER 15<sup>th</sup>** (If the 15th is on a weekend, the deadline defaults to the following Monday)

(CARDIAC SONOGRAPHY) FOR A SPRING SEMESTER PROGRAM START (JANUARY)

**CARDIAC SONOGRAPHY  
ASSOCIATE IN APPLIED SCIENCE PROGRAM ADMISSION PROCESS**

Jackson College and the Allied Health Department are pleased that you are interested in the Associate in Applied Science Cardiac Sonography Program. The selection process was established to enhance student success in the Sonography curriculum and passing scores on the National Exam, American Registry of Diagnostic Medical Sonographers (ARDMS).

**APPLICATION PROCEDURE - ALL Applicants must:**

- 1) Be a high school graduate or successfully complete the G.E.D. test.
- 2) Submit a Jackson College application.
- 3) Forward to the Jackson College Admissions Office **ALL** transcripts from colleges previously attended. ***It is your responsibility to confirm that your transcripts are on file.*** (Allow 8–10 weeks for transcripts to be processed. All transcripts **MUST** be received by the application deadline. Failure to have all transcripts submitted timely to Jackson College may result in an incomplete Cardiac Sonography application).
- 4) Submit a completed DMS Advising Fact Sheet Form.
- 5) Submit a completed Jackson College Cardiac Sonography Program Application Form and include any job shadowing experience, prior education/work experience documentation. ***Submit the application directly to your Student Success Navigator.***
- 6) All cardiac sonography applicants are required to meet the Technical Standards for Admission of the Allied Health Department and Technical Standards and Essential Functions required for the Cardiac Sonography Program.

**APPLICATION REQUIREMENTS for the CARDIAC SONOGRAPHY PROGRAM**

The Cardiac Sonography Program is an integrated didactic and clinical training program designed to prepare the student for employment in the field of Cardiac Sonography. After successful completion of the nationally recognized ARDMS or CCI registry exam, the graduate will be eligible to write the initials RDMS or RCS behind his/her name.

**Admission Requirements and Process for the Cardiac Sonography Program**

- 1) Students will have completed the prerequisite course work with a final grade of 2.0 - 3.0 or better in each course.

***The following General Education and Pre-Requisite courses are required:***

- |    |                       |   |
|----|-----------------------|---|
| 1. | ENG 131               | Writing Experience (3 credits)                                  |
| 2. | MAT 130               | Quantitative Reasoning (3 – 4 credits)                          |
| 3. | PSY 130               | General Psychology (3 credits)                                  |
| 4. | GEO 6 *               | (3 credits) please review course choices below                  |
| 5. | PHY 145 or<br>PHY 131 | Introduction to Basic Physics<br>Conceptual Physics (3 credits) |
| 6. | GEO 2 **              | (3 credits) please review course choices below                  |
| 7. | DMS 100               | Introduction to Diagnostic Medical Imaging (3 credits)          |
| 8. | DMS 104               | Introduction to Sonographic Instrumentation (3 credits)         |

**\*The following classes require a final grade of 2.5 or higher for admission consideration.**

- |    |                                     |   |
|----|-------------------------------------|---|
| 9. | *BIO 132 or<br>*BIO 253 and BIO 254 | Human Biology (4 credits)<br>Human Anatomy and Physiology (4 - 5 credits) |
|----|-------------------------------------|---|

**\*The following classes require a final grade of 3.0 or higher for admission consideration.**

- |     |          |  |
|-----|----------|--|
| 10. | *HOC 130 | Introduction to Health Occupations (3 credits) |
| 11. | *MOA 120 | Medical Terminology (2 - 3 credits)            |

\* GEO 6 - Choose one of the following: ART 111, ART 112, ENG 210, ENG 242, ENG 246, ENG 247, ENG 249, ENG 252, ENG 254, ENG 255, ENG 256, ENG 257, HUM 131, MUS 131, MUS 132, PHL 231, THR 116

\*\*GEO 2 - COM 231, COM 240, COM 250, HIS 211, HUM 131, PHL 243, PLS 262, PSY 152, SOC 152, SOC 246

**All applicants' academic records are evaluated by using a numerical point system. Entry into the Cardiac Sonography program is competitive. If a prerequisite course that is a "point counter" (see page 10) is not completed when the application is submitted, midterm grades will be accepted at the interview. It is the sole responsibility of the applicant to have their midterm grade verified by their instructor to receive points for the class. Students who submit AND are approved for Credit for Prior Learning will be awarded points equivalent to a 4.0 in the approved**

**class category. Consideration for the sonography program will still apply. All considered applicants will have a consultation (interview) with the JC Admissions Committee and if requested, the clinical site facility may also request an interview at the clinical site for final approval.**

**A.** The Admissions Committee will be comprised of a minimum of three (3) of the following individuals:

Program Coordinator  
Clinical Instructor  
Clinical Coordinator  
Medical Advisor  
A Representative of JC Student Affairs Office  
Any non-student member of the Cardiac Sonography Advisory Committee

**B.** All considered applicants will be asked to respond to a similar set of questions during the consultation (interview) process.

**C.** All applicants will be scored by each member of the Admissions Committee, and an average score is entered into the overall point tally for admission considerations. All considered applicants who live within a 200-mile radius of Jackson College may be required to come to the Jackson College central campus for this consultation process.

**D.** Following the interview, all accepted applicants will receive the location of their assigned clinical site and upon their acceptance of this clinical location and passing the background check and drug screen they will receive acceptance to the program.

**2)** A clinical education site must be arranged and approved for each applicant before final acceptance/admission into the program. Jackson College Program Director and Clinical Coordinator in collaboration with current, approved clinical sites, determine which clinical sites are available annually and how many open placements will be for the Jackson College sonography programs. Clinical site placement is based on annual clinical site availability and geographic location.

If you live within a 2-hour driving radius of another CAAHEP accredited program, you should apply to the local program. Visit [www.caahep.org](http://www.caahep.org) to find programs nearby.

Potential students can contact the Allied Health Department Coordinator to learn whether an affiliated clinical site is in their geographical area (city, town) at [sonographyinquires@jccmi.edu](mailto:sonographyinquires@jccmi.edu) The email will be managed by the Allied Health Department Coordinator. The sonography program directors will also have access to the email inbox.

**A student cannot identify and initiate a clinical affiliation partnership. Requests to initiate a clinical affiliation partnership are limited to clinical site personnel, program director or program clinical coordinator.**

The clinical education site is a third-party entity into which students are placed for practical experience. Clinical staff employees are not paid JC faculty for the clinical education portion of the program. Clinical education sites can become unavailable for reasons beyond the control of Jackson College.

In the event a clinical education site becomes unavailable for any admitted student during the duration of the program, the following action will be taken:

1. A new, approved clinical education site will be provided to the student at an available location. **Commuting and/or relocation may be required.**
2. If a clinical education site is not available during the admission year, the student will be considered out of sequence and provided a clinical education site during the next admission cycle. **Commuting and/or relocation may be required.**

**3)** All **accepted** applicants will be required to submit a completed statement of health/physical condition. The completed physical statement needs to include medical history, physical exam results, and immunizations. This statement must be uploaded to ViewPoint Screening prior to any Cardiac Sonography student beginning their clinical education. Other requirements specified by the clinical sites will also have to be met.

**Students who are not fully vaccinated against COVID-19—regardless of the reasons for their declination of being vaccinated, and even if such declination is predicated upon a legally-cognizable disability or a sincerely held religious belief—the student may not be able to: (1) participate in an externship/practicum/Capstone Field Internship experience; (2) complete the requirements and graduate from the program; (3) sit for any licensing or certification examinations in the profession; and (4) be employed in the profession.**

**4)** All **accepted** Cardiac Sonography students must submit proof of Hepatitis B vaccination or a signed waiver. Some clinical sites may require qualified applications to submit to a background check and a drug screen. The check must have been completed no longer than six months prior to the start of the cardiac sonography program. The cost for the criminal

background check is not covered by Jackson College. The completed report (with no active exclusions reported) must be received by the JC Security office prior to any cardiac sonography student beginning the cardiac sonography program.

- 5) Jackson College does not pay for health physicals and/or any required vaccinations.
- 6) Understanding the Mandatory Preclinical Lab Course (DMS196) Requirement - All students admitted to the Jackson College DMS programs must complete the preclinical lab course (DMS196), which is delivered in the first semester of the program prior to the start of the clinical rotation. This is a **face-to-face lab** course delivered at Jackson College's Central Campus, in Jackson, Michigan. Students must complete the preclinical lab course (DMS196) on campus unless the student's assigned clinical site requests hosting the student for that experience. It should be noted that this is rare, and most clinical affiliates do not request this responsibility. The following circumstances will be considered to determine the eligibility of the hybrid delivery method of the preclinical lab course (DMS196) requirement:
1. Clinical Site Request
  2. Review and confirm the clinical site's ability to facilitate educational needs and experience.
  3. Program Director approval

The following conditions must be met once eligibility status has been approved:

1. A clinical site must meet the minimum requirements of a clinical affiliate listed below:
  2. A current affiliation agreement
  3. Completed, submitted, and approved CC and CV forms by the clinical instructor
  4. Appropriately credentialed sonographers willing to facilitate the course requirements.
  5. The sponsoring clinical site must be willing to work with students to complete the preclinical lab course (DMS196) competencies for the course.
  6. A cleared background check, drug screen and physical health form including immunization forms must be updated in the Allied Health Office one month prior to the start of the course.
  7. Signed Clinical Instructor Acknowledgement (Contact the Program Director for this document)
- 7) The Cardiac Sonography Admissions process is nondiscriminatory in regard to race, color, religion, national creed, national origin or ancestry, age, gender, sexual preference, marital status, or handicap. All acceptance decisions will be based solely on neutral, objective criteria that are directly related to the applicant's qualifications and merit.

## ACCEPTANCE PROCESS

- 1) The order of acceptance of qualified applicants will be based on points achieved. All prerequisites must be completed prior to starting the Cardiac Sonography program. It is recommended that courses that are "point counters" be completed prior to the interview.
- 2) If more than one qualified applicant achieves the same score in the Point System for the last remaining spot, the applicant with the highest overall Jackson College grade point average will be selected.
- 3) If you are not admitted and wish to be reconsidered for the next program year, you must re-submit another Program Application Form.
- 4) Some clinical affiliates request the (contingently) accepted student interview with the clinical site. Their agreement to host to student, upon completion of the interview, is the final decision for that student's acceptance into the Cardiac Sonography Program.
- 5) Upon acceptance to the Cardiac Sonography Program, the applicant will complete the Health Certification Form and obtain American Heart Association (AHA) Healthcare Professional level CPR certification. This training includes infant, child, adult, 1 man – 2-man CPR and choking. This MUST be maintained and current for the duration of the program. Jackson College does not cover costs associated with criminal background checks, drug screens, health physicals, required vaccinations, or clinical management systems if applicable.
- 6) Notification of applicants' status into the Cardiac Sonography program will be made in November for the upcoming spring semester (January). If a student chooses not to accept their seat in the program for that year, he/she will need to reapply for the next year and compete with the other candidates for that year.
- 7) No student will be accepted into the program without an approved clinical education site with a fully executed education affiliation agreement, which must be completed by the first day of the first semester of the program.
- 8) All DMS students must have and maintain reliable transportation to and from clinical facility location(s) throughout the Cardiac Sonography Program.
- 9) Upon acceptance to the Cardiac Sonography Program, you will need to have access to a computer with the following



minimum requirements:

<b>Operating System*</b>	64-bit Windows 10 or newer macOS 11 or newer (must be a 2017 model or newer)
<b>Disk Storage</b>	At least 2 GB free, up to a minimum of 5GB required depending on cases installed
<b>Memory</b>	Minimum 4 GB RAM; Recommended 8 GB RAM
<b>Minimum screen resolution</b>	1024×768
<b>Input Ports</b>	One USB port, directly accessible or via USB-C adapter**
<b>Internet Connection</b>	Broadband internet connection is required Speed Requirements: Minimum 1 Mbps; Recommended 10 Mbps or higher
<b>Internet Browser</b>	The three latest versions of the following browsers are supported: Google Chrome Mozilla Firefox Apple Safari Microsoft Edge

**Students will be required to upload and download documents and attach documents to an email. You must be familiar with the operation of the above software.**

**APPLICATION (including job shadow, prior education/work experience documentation) AND TRANSCRIPT DEADLINE:**

September 15<sup>th</sup> (or the following Monday if the 15<sup>th</sup> falls on a weekend)  
(Cardiac Sonography) for a Spring Semester program start (January)

## **CARDIAC SONOGRAPHY POINT SYSTEM**

The selection process will be based on the following point system. The number of students selected into the Cardiac Sonography program is determined by how many clinical sites are available to host the JC student(s).

<u><b>Criteria</b></u>	<b>Possible Points</b>
<b>Academic</b>	
<b>Previous degree earned (non-Allied Health degree)</b> <i>Submit documentation of this degree with your application</i> <b>Previous Allied Health degree</b> <i>Submit documentation of the AH degree with your application.</i> <b>Max of 3 Pts for this category.</b>	<b>YES = 1    No = 0</b> <b>OR</b> <b>YES = 3    NO = 0</b>
<b>Allied Health Certification (MUST BE CURRENT/ACTIVE)</b> <i>Examples include Phlebotomist, ECG Technician, Medical Assistant, Nurse Aide, Home Health Aide, Patient Transporter, Dental Assistant. This includes successful completion of a Health Science program at HACC, JACC, LISD.) Submit certificate of completion or transcript.</i> <b>Max of 1 Pt for this category.</b>	<b>YES = 1    No = 0</b>
<b>Allied Health State or Industry Credential/Licensure (MUST BE CURRENT/ACTIVE)</b> <i>Current licensure or certification in an allied health profession, including but not limited to ARRT, NMTCB, NCT, ARDMS, MD, DO, NP, PA, RN, LPN, NBRC, PT, PTA, OT, OTA, EMT-P, EMT, RDH, CMA, RMA, CST, RPSGT, CPCT</i> <i>Submit credential or licensure. Max of 5 Pts for this category.</i>	<b>YES = 5    No = 0</b>
<b>Allied Health Experience</b> <b>Direct Pt Care Exp: This experience must be related to direct care of a patient. This may include transporting patients, taking patient vitals, phlebotomy, or assisting physicians in procedures in a professional setting.</b> <i>Please provide a Professional Reference with verification of Allied Health Experience. (Please submit this documentation along with your application. Work experience needs to be in the form of a letter from the employer on company letterhead, including a brief description of job duties, length of time employed, &amp; signed to be counted.) Max of 4 Pts for this category.</i>	<b>Direct Pt Care Exp</b>  1 - 2 years = <b>2</b> 3 – 4 years = <b>3</b> Over 5 years = <b>4</b>
<b>DMS 100</b> Intro to Diagnostic Medical Imaging	3.0 = <b>1</b> 3.5 = <b>2</b> 4.0 = <b>3</b>
<b>BIO 132 or BIO 253 and BIO 254 (BIO 253/254 are averaged)</b> Human Biology or Human Anatomy & Physiology <b>Max of 4 Pts for this category</b>	2.5 = <b>1</b> 3.0 = <b>2</b> 3.5 = <b>3</b> 4.0 = <b>4</b>
<b>MOA 120</b> Medical Terminology	3.0 = <b>1</b> 3.5 = <b>2</b> 4.0 = <b>3</b>
<b>DMS 104</b> Intro to Sonographic Instrumentation	2.0 = <b>1</b> 2.5 = <b>2</b> 3.0 = <b>3</b> 3.5 = <b>4</b> 4.0 = <b>5</b>
<b>HOC 130</b> Intro to Health Occupations	3.0 = <b>1</b> 3.5 = <b>2</b> 4.0 = <b>3</b>
<b>Jackson College completion of HOC 135 course ONLY:</b> <b>HOC 135 -- with a grade of 3.0 or higher - Electrocardiography Technician</b>	<b>2</b>
<b>Job Shadow</b> (observing in a Cardiac Sonography lab during a scheduled job shadow visit.) <i>(Submit this documentation along with your application.)</i>	<b>Yes = 1    No = 0</b>
<b>Interview</b>	
Communication Skills	<b>2</b>
Clinical Awareness & Motivations	<b>2</b>
Critical Thinking & Reflection	<b>2</b>

Professionalism & Preparedness	2
Interpersonal Skills & Patient Centered Care	2
<b>TOTAL Possible Points</b>	<b>44</b>

## **Scoring Rubric for Interviews**

<b>Category</b>	<b>0.5 – Emerging</b>	<b>1 – Developing</b>	<b>1.5 – Proficient</b>	<b>2 – Exemplary</b>
<b>Communication Skills</b>	Difficult to follow; unclear or disorganized responses	Understandable with occasional pauses or digressions	Clear, organized responses with adequate detail	Clear, confident, concise, and relevant responses throughout
<b>Clinical Awareness &amp; Motivation</b>	Limited understanding of sonography; unclear motivation	Some awareness of the field; general motivation	Demonstrates solid understanding and connection to field	Demonstrates deep awareness, insight, and passion for the profession
<b>Critical Thinking &amp; Reflection</b>	Answers are vague or unrelated; minimal reflection	Answers show some insight or relevant thought	Provides thoughtful responses; shows evidence of reflection	Demonstrates advanced critical thinking and problem-solving ability
<b>Professionalism &amp; Preparedness</b>	Inappropriate language, dress, or behavior; lacks preparation	Mostly professional; minor issues in language or presentation	Professional demeanor and dress; demonstrates preparation	Highly professional, well-prepared, and engaged throughout
<b>Interpersonal Skills &amp; Patient centered Care</b>	Struggles to connect or acknowledge perspectives	Some awareness of working with various populations and backgrounds	Shows empathy, respect for individuals and awareness of patient differences	Strong empathy and interpersonal insight; prioritizes respectful care for all

## **EMPLOYMENT VERIFICATION FORM**

To the Departmental Supervisor/Director/ Manager:

The applicant (insert name): \_\_\_\_\_ has been employed at  
our facility/institution from: \_\_\_\_\_ to: \_\_\_\_\_.

Approximate Hours per week: \_\_\_\_\_

Job  
duties:

---

---

---

---

Supervisor/Director/ Manager Signature:

---

Office Address:

---

---

---

Office Telephone: ( ) \_\_\_\_\_

Office email: \_\_\_\_\_

*Copy onto Organizational Letterhead*

## **SHADOWING VERIFICATION FORM**

To the sonographer: Thank you for your willingness to assist this applicant in his/her familiarization with the sonography profession.

The applicant (insert name): \_\_\_\_\_ completed  
\_\_\_\_\_ hours of observation in this office on \_\_\_\_\_ (date).

Please specify specialty observed: \_\_\_\_\_

Comments:

Sonographer or Manager Signature \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

***Copy onto Organizational Letterhead***

*Note to applicant: This form may be copied if you shadow more than once, and/or go to multiple departments.*