



# APPLICATION FOR ADMISSION TO THE VASCULAR SONOGRAPHY PROGRAM

**SPRING 2022**

JACKSON COLLEGE  
ASSOCIATE in APPLIED SCIENCE VASCULAR SONOGRAPHY

One \$50.00 Application Fee per 12 month period to apply to any AH program  
non-refundable

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

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

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

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

EMAIL ADDRESS \_\_\_\_\_

**The following must be completed prior to entering the program:**

- Jackson College Application
- Career/Program Research Presentation (instructions on points summary page)
- DMS Fact Sheet Signed and Completed
- Application Fee paid **MUST attach** receipt
- All point earning documentation and clinical site sponsorship forms must be submitted **January 31**.
- Please provide below any geographical limitations you have to attend an assigned clinical site by providing a reply to these preferences:
  - Commuting to a clinical site**-what is the distance you are willing to drive **in a measurement of time** (to and from) an assigned clinical site?
  - Relocating to a clinical site**-are you willing to relocate to an assigned clinical site (for the duration of the program)? *All cost 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.

**\*You must meet the required credits for each prerequisite and corequisite course transferred to JC**

**THIS PROGRAM IS COMPETITIVE. Minimum Grades DO NOT Guarantee Admission.**

Must have a minimum grade of **2.0** in the following **prerequisite or corequisite** classes:

**SOC 231** \_\_\_\_\_ **GEO 6** \_\_\_\_\_ **COM 231** \_\_\_\_\_ **OR COM 240** \_\_\_\_\_

\*3 transfer credits

\*3 transfer credits

**ALL COREQUISTE COURSES MUST BE COMPLETED BY END OF PROGRAM**

**DMS 104** \_\_\_\_\_ (must be completed in 1<sup>st</sup> or 2<sup>nd</sup> semester of program) bonus points available if completed prior to program start date)

\*3 transfer credits

Must have a minimum grade of **3.0** in the following **prerequisite** classes:

**MOA 120** \_\_\_\_\_ **HOC 130** \_\_\_\_\_ **BIO 132** \_\_\_\_\_ or **BIO 253** \_\_\_\_\_ & **BIO 254** \_\_\_\_\_

\*2-3 transfer credits

\*3 transfer credits

\*Choose one BIO. 4 - 5 transfer credits. \*3-4 transfer credits

**MAT 131** \_\_\_\_\_ **ENG 131** \_\_\_\_\_ **PHY 145** \_\_\_\_\_ or **PHY 131** \_\_\_\_\_

\*3 transfer credits

\*\*Choose one PHY. 2 transfer credits

**Geographical Limitations:**

**Commuting to a clinical site** – What is the distance you are willing to drive **in a measurement of time** one way to a clinical location? \_\_\_\_\_

**Relocating to a clinical site** - Are you willing to relocate to be closer to one of our clinical locations in order to complete your clinical hours? \_\_\_\_\_

**Distance Students Geographical Limitations:**

Do you reside outside a 200 mile radius of campus (circle/highlight one)? YES NO

**If Yes:** Are you willing to relocate to Michigan to be placed in one of our clinical sites? YES NO

If you live outside a 200-mile radius of campus and are not willing/able to relocate to Michigan for a clinical site, **it is your responsibility** to find a clinical site that is near your location.

Have you made contact with a facility near your location? YES NO

If Yes: Name of Facility: \_\_\_\_\_

\*\*Please visit the “FAQ” & “Securing a Clinical Site” webpages for further instructions.

**Career/Program Investigation Instructions**

*Submit this documentation along with your application*

You may choose whatever method to show the committee what you learned about:

- What you find most interesting about a career in vascular technology.
- What you find most concerning about a career in vascular technology
- Which characteristic traits will make you a successful vascular technology student
- How rigorous the program is?

Examples of presentation choices

- Written responses
- Slide show with audio narrative
- Interview style video discussion (send link from One drive or Google Drive within application)

Research Examples

- Interview a vascular technologist
- Interview a student
- Internet Research (ultrasound videos, student videos, SDMS, SVU,ARDMS, CAAHEP,)
- Jackson College Vascular Sonography website

Scoring will be based on an average of the reviewers. Reviewers will consist of: Program Director, Clinical Coordinator, a minimum of one program faculty.

**Scoring Rubric**

Question	Excellent 1	Average .5	Below Average .25
What do you find most <b>interesting</b> about a career in vascular technology?	Details within response are accurate; response includes a minimum of 2 <b>interests described</b> clearly and concisely (clear tone, effective written and/or oral communication)	Details included within response, but are not entirely accurate; response includes a minimum of 2 interests, somewhat described clearly and concisely (clear tone, effective written and/or oral communication)	Details included within response are not accurate; response includes <2 interest not clearly and concisely described (clear tone, effective written and/or oral communication)
<b>Score</b>			
Question	Excellent 1	Average .5	Below Average .25
What do you find most <b>concerning</b> about a career in	Details within response are accurate; response includes a minimum of 2 <b>concerns described</b> clearly and	Details included within response, but are not entirely accurate; response includes a minimum of 2 concerns,	Details included within response are not accurate; response includes <2 concerns not clearly and

vascular technology?	concisely (clear tone, effective written and/or oral communication)	somewhat described clearly and concisely (clear tone, effective written and/or oral communication)	concisely described (clear tone, effective written and/or oral communication)
<b>Score</b>			
Question	Excellent 1	Average .5	Below Average .25
Which <b>characteristic traits</b> will make you a <b>successful</b> vascular technology student and why ?	Describes a minimum of 2 <b>characteristic trait</b> and describes how it will contribute to their success as a student clearly and concisely (clear tone, effective written and/or oral communication)	Response describes a minimum of 2 <b>characteristic trait and somewhat</b> describes how it will contribute to their success as a student clearly and concisely (clear tone, effective written and/or oral communication)	Describes <2 <b>characteristic trait</b> and does not describe how it will contribute to their success as a student clearly and concisely (clear tone, effective written and/or oral communication)
<b>Score</b>			
Question	Excellent 2	Average 1.5-1.0	Below Average .50
How <b>rigorous</b> is the program and what obstacles do you foresee?	Details are accurate; response includes a minimum of 3 <b>rigorous</b> described clearly and concisely (clear tone, effective written and/or oral communication)	Details included within response but are not entirely accurate; response includes a minimum of 3 rigorous described somewhat clearly and concisely (clear tone, effective written and/or oral communication)	Details included within response are not accurate; response includes <3 rigorous and are not described clearly and concisely (clear tone, effective written and/or oral communication)
<b>Score</b>			

## VASCULAR 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 Vascular Sonography Program. The selection process was established to enhance student success in the Sonography curriculum and to help ensure passing scores on the National Exam, given by the American Registry of Diagnostic Medical Sonographers (ARDMS).

### Understanding the Acceptance Process – Initial each Line.

- \_\_\_\_\_ There is no waiting list for these programs. You must reapply each year if you are not accepted into the program after your first application.
- \_\_\_\_\_ High grades, related allied health experience and good interviewing skills, positively influences your chances to secure a spot in the program.
- \_\_\_\_\_ There are approximately 20 seats available annually within each program; however, the actual number of students accepted into the sonography programs is determined by how many clinical sites are available to host Jackson College students. Most clinical sites are a 1:1 student to clinical site ratio.
- \_\_\_\_\_ The Vascular Sonography Programs is a demanding program. Holding a full-time job is strongly discouraged because of the rigors of the academic and clinical requirements. Students will be expected to attend their clinical education sites between 24 to 32 hours each week while in the program.
- \_\_\_\_\_ Students will be required to complete a criminal background check and drug screen. An offer of admission can be withdrawn based on the results of the student's criminal background check and/or a positive drug screen. Admission into Jackson College's program does not guarantee a student's eligibility to sit for the ARDMS exam it is the student's responsibility to verify eligibility directly with ARDMS.
- \_\_\_\_\_ Participation of clinical sites varies each year. While Jackson College uses its best efforts to negotiate clinical sites, even after they become available, they can become unavailable for reasons beyond the control of Jackson College and in that event Jackson College has no liability. The Allied Health Office makes every attempt to secure and assign students to clinical sites based on the student's preferences regarding commuting and/or relocation. However, it is not always possible to secure a site within commuting distance therefore students who are open to relocating improve their chances of getting into the program. **You are encouraged to view the clinical site information on Jackson College's website or contact the Allied Health Office regarding clinical site questions.**
- \_\_\_\_\_ If there are approved accredited sonography programs currently in your area it may be challenging for Jackson College to secure a clinical site in this area. A listing of accredited sonography programs can be viewed on the CAAHEP website at [www.caahep.org](http://www.caahep.org).
- \_\_\_\_\_ The Vascular Sonography clinical are unpaid educational experiences.

### **APPLICATION PROCEDURE - ALL Applicants must:**

- 1) Submit a Jackson College application.
- 2) Submit a completed Diagnostic Medical Sonography Advising Fact Sheet Form.  
[http://www.jccmi.edu/HealthCareers/alliedhealth/sonography/dms\\_advisingfactsheet.htm](http://www.jccmi.edu/HealthCareers/alliedhealth/sonography/dms_advisingfactsheet.htm)
- 3) Submit a completed Jackson College Vascular Sonography Program Application Form and indicate the desired program year. ***This application must be submitted to your Student Success Navigator. The application fee must be paid to JC's Cashier's Office (receipt attached to application).***
- 4) Be a high school graduate or successfully complete the G.E.D. test.
- 5) 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 Vascular Sonography application).
- 6) Meet Technical Standards for Admission of the Allied Health Department and Technical Standards and Functions required for the Vascular Sonography Program.

### **ADMISSION REQUIREMENTS for the VASCULAR SONOGRAPHY PROGRAM AAS-VSON**

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

1) Students must have completed the prerequisite course work with a final grade of 2.0 (\*3.0 in select classes) or better in each course.

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

1. ENG 131 Writing Experience (3 credits)
  2. MAT 131 Intermediate Algebra (3 – 4 credits)
  3. PHY 145 or  
PHY 131 Introduction to Basic Physics (3 credits)  
Conceptual Physics (3 credits)
- \*The following courses require a final grade of 3.0 or higher for admission consideration.**
5. \*BIO 132 or  
\*BIO 253 and BIO 254 Human Biology (4 credits)  
Human Anatomy and Physiology (4 - 5 credits)
  6. \*HOC 130 Introduction to Health Occupations (3 credits)
  7. \*MOA 120 Medical Terminology (2 - 3 credits)

**The following General Education and Pre-Requisite/Co-Requisite courses are required and must be completed by end of program:**

1. SOC 231 or  
PSY140 Intro to Sociology (3 - 4 credits)  
Intro to Psychology (3 - 4 credits)
2. GEO 6 (3 credits) please review course choices in catalog
3. COM 231 or  
COM 240 Communication Fundamentals (3 credits)  
Interpersonal Communication (3 credits)
4. DMS 104 Introduction to Sonographic Instrumentation (3 credits) **(Must be completed within program semester 1 or 2 if completed within the program).**

2) All applicants' academic records are evaluated by using a numerical point system. Entry into the Vascular Sonography program is competitive. **If a prerequisite course that is a "point counter" (see page 6) is not completed when the application is submitted, points will not be included in the total earned points.**

3) All **considered** applicants will have a consultation for clinical site placement with the JC Admissions Committee and if requested, the clinical site facility may also request and 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 Jackson College Student Affairs Office  
Any non-student member of the Sonography Advisory Committee

B. All **considered** applicants will be asked to respond to similar set of questions during the consultation process. All **considered** applicants who live within a 200-mile radius of the College's Central Campus will be required to come to the Jackson campus for this consultation process.

4) A clinical site must be arranged and approved for each applicant before final acceptance into the program. The clinical site is a third-party entity into which students are placed for practical experience. The clinical staff employees are not paid JC Faculty for the clinical education portion of the program. JC cannot guarantee that a clinical site will always be available. Arrangement for such a site depends upon the college's ability to enter into a formal agreement with a proposed site. Students should not rely upon the availability of a clinical site in particular geographical location.

While JC uses its best efforts to negotiate clinical sites, even after they become available, they can become unavailable for reasons beyond the control of JC and in that event JC has no liability. No one at JC has authority to modify the conditions and information outlined in this application other than in writing signed by the Director of Allied Health.

5) 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 CastleBranch prior to any Vascular Sonography student beginning their clinical education.

6) All **accepted** Vascular Sonography students must submit proof of Hepatitis B vaccination or a signed waiver.

7) Jackson College does not pay for health physicals and/or any required vaccinations.

8) Admissions process is nondiscriminatory in regards to race, color, religion, national creed, national origin or ancestry, age, gender, sexual preference, marital status, or handicap.

9) All of the Vascular Sonography program courses are offered online through Jackson College distance education. Even though the Vascular Sonography program is an online program, all accepted applicants are required to complete a hands-on course at Jackson College's central campus prior to attending the clinical education and other items listed below:

Orientation into the Sonography Program    Interview for the program    Course Exams  
DMS160 – Introduction to Vascular Technology and Professional Lab Practices

10) All students admitted to the program will be required to attend a 105 hour pre-clinical lab course (DMS160) on central campus. Any student unable to attend the scanning lab course on JC's central campus due to geographical travel restrictions may be eligible to complete the course through a hybrid delivery method in their geographical location. The following circumstances will be considered to determine eligibility of hybrid delivery method:

1. Clinical site location
2. Program Director approval
3. Clinical site (affiliate) approval.

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

A clinical site willing to sponsor the student must meet the minimum requirements of a clinical affiliate listed below:

- i. A current affiliation agreement
- ii. Completed, submitted and approved CC and CV forms.
- iii. Appropriate credentialed sonographers willing to facilitate the course requirements.
- iv. The sponsoring clinical site must be willing to work with student to complete the lab course competencies for the DMS160, pre-clinical course.
- v. A cleared background check, drug screen and health physical form including immunization forms must be updated in the Allied Health Office one month prior to the start of the course.

### **ACCEPTANCE PROCESS**

- 1) The order of acceptance of qualified applicants will be based on points achieved. All prerequisites must be completed before an applicant can be considered for the Vascular Sonography program.
- 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 admitted.
- 3) One \$50.00 application fee per 12-month period to apply to any AH Program (non-refundable). If you are not admitted and wish to be reconsidered for the next program year you must complete a new Program Application Form and the \$50.00 application fee. *Your application and application fee will **NOT** automatically be rolled over.*
- 4) Upon acceptance to the Vascular Sonography Program, an applicant must complete the Health Certification Form and obtain American Heart Association Professional Level CPR certification. This training includes infant, child, adult, 1 man – 2 man CPR and choking. **This MUST be maintained and current while in the program.**
- 5) Notification of applicants' status into the Vascular Sonography program will be made in May/June for the upcoming late spring semester (Semester B). If an **accepted** student declines his/her admission and desires to be considered at a later date he/she must reapply.
- 6) Upon acceptance to the Vascular Sonography Program, you will need to have access to a computer that meets the standards of the most recent computer technology. Your computer and its applications must compare to those offered on the Jackson College campus. Please inquire with Jackson College's Information Technology Department for more information or review their web page at <https://www.jccmi.edu/information-technology/>

You must be able to upload and download documents and attach documents to an email. You must also be familiar with operation of the above application programs.

**Media, software and Technology Requirements:** recording device, CD-ROM, latest version of Google Chrome and Mozilla Firefox, OneDrive. Do not use Safari, Edge, or Opera with JetNet.

If you are going to do your work from your home computer, you must have an ISP at the start of your course. This allows you to start on your material as soon as you gain access to your course.

## VASCULAR SONOGRAPHY POINT SYSTEM

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

<u>Criteria</u>	<u>Possible Points</u>
<b>Academic</b>	
Previous Science or Allied Health degree earned	Yes=5    No=0
Allied Health experience <i>Please provide a Professional Reference that demonstrates verification of Allied Health Experience.</i> <i>(This experience pertains to hands on medical experience and within the past 5 years, including but not limited: Radiographic Technologist, Sonographer, RN, Physical Therapist)</i>	1 year= 1 <b>2-4 years = 3</b> Over 5 years = 6
Health Certificate Credentials (but not limited to). Copy must be attached to application to receive points. EMT-B, CNA, PCT, MA	3
MAT 131 Intermediate Algebra	2.0 = <b>0.5</b> 2.5 = <b>1</b> 3.0 = <b>2</b> 3.5 = <b>3</b> 4.0 = <b>4</b>
DMS 100 Intro to Diagnostic Medical Imaging Additional course <b><u>HIGHLY recommended</u></b> , not required	3.0 = <b>0</b> 3.5 = <b>1</b> 4.0 = <b>2</b>
BIO 132 or BIO 155 or BIO 253 and BIO 254 Human Biology or Human Anatomy & Physiology	3.0 = <b>2</b> 3.5 = <b>4</b> 4.0 = <b>6</b>
MOA 120 Medical Terminology	3.0 = <b>0</b> 3.5 = <b>2</b> 4.0 = <b>3</b>
DMS 104 Intro to Sonographic Instrumentation **prerequisite or corequisite (must be completed within semester 1 or 2 of the program)	2.0 = <b>0</b> 2.5 = <b>0.5</b> 3.0 = <b>2</b> 3.5 = <b>4</b> 4.0 = <b>6</b>
HOC 130 Intro to Health Occupations	3.0 = <b>0</b> 3.5 = <b>2</b> 4.0 = <b>3</b>
Career/Program Investigation <i>Submit this documentation along with your application</i>	5 3 1.25
Withdrawals or Low Grades in Prerequisite Courses: 0 courses - W, Low Grades < 3.0 1 to 2 courses - W, or Low Grades < 3.0 3 or More Courses - W, or Low Grades < 3.0	3 1 0
<b>TOTAL Possible Points</b>	<b>43</b>

**TECHNICAL STANDARDS FOR ADMISSION  
ALLIED HEALTH DEPARTMENT  
JACKSON COLLEGE**

The Allied Health Department faculty has specified the following non-academic criteria which applicants generally are expected to meet in order to participate in the Department of Allied Health Sciences programs and professional practice. These technical standards are necessary and essential and have been developed to provide for the health and safety of the patients receiving care from the Allied Health Department program students.

**Please read and initial each of the following sections:**

\_\_\_\_\_ **OBSERVATION** – The applicant must be able to participate in all demonstrations, laboratory exercises and clinical practicum in the clinical component and to assess and comprehend the condition of all patients assigned for examination, diagnosis and treatment.

\_\_\_\_\_ **COMMUNICATION** – The applicant must be able to communicate with patients to effectively elicit patient compliance, understand and assess non-verbal communications; and be able to effectively transmit information to patients, physicians, paraprofessionals, faculty and staff in a timely way.

\_\_\_\_\_ **PSYCHOMOTOR** – The applicant must have motor functions sufficient to elicit information from patients by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tasks; possess all necessary skills to carry out diagnostic or therapeutic procedures; be able to interpret movements reasonably required to provide general care and emergent treatment/actions as necessary for patient safety and comfort.

\_\_\_\_\_ **INTELLECTUAL / CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES** – The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize information and observations. Problem solving, the critical skill demanded of Allied Health Practitioners, requires all of these cognitive abilities. In addition, the applicant must be able to comprehend three-dimensional structures and understand the spatial relationships of these structures.

\_\_\_\_\_ **BEHAVIOR AND SOCIAL ATTRIBUTES** – The applicant must possess the emotional health required for full utilization of intellectual abilities; execute appropriate medical judgment; the prompt completion of assigned or non-assigned responsibilities for care of and service to the patient; and the development of supportive and effective relationships with patients. Applicants must be able to tolerate physical and mental work loads, function effectively under stress, adapt to changing environments and conditions, display flexibility and function in the face of uncertainties inherent in the clinical setting and with patients. Compassion, integrity, concern for others, interest and motivation are personal qualities with each applicant should possess.



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

<b>STANDARDS</b>	<b>FUNCTIONS</b>
Vision sufficient to differentiate shades of gray and color and to observe diagnostic real-time images. Vision sufficient to delineate ill-defined structures, borders, anatomical structures and pathological entities in three-dimensional projections.	Scanning with real-time Sonography system for the purpose of delineating normal anatomical structures from abnormal pathological entities.
Vision sufficient to be able to read and accurately complete reports and charts.	Reading and completing of charts, reports and interpretation of requisitions.
Speech sufficient to be understood by others; ability to understand the communication of others.	Communicating with patients, and other health care professionals.
Hearing sufficient to differentiate Doppler signals.	Conduct Doppler studies of anatomical arterial and venous structures for the purpose of diagnosing abnormal blood flows and pathological states.
Vision and physical coordination sufficient to perform scanning tasks accurately, efficiently and safely.	Manipulating of transducer while observing real-time image and conducting diagnostic study.
Sufficient fine motor functions and coordination to perform tasks involving manipulation of scan probes, instrument panels, patient position and safety.	Obtaining diagnostic real-time images for diagnostic interpretation.
Sufficient muscle strength, lower back and knee stability to handle patients in a safe manner.	Lifting and transferring of patients, physically assisting patients, moving and manipulation of ultra-Sonography systems.
Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in emergent situations in order to minimize dangerous consequences either patient related or environment related.	Recognizing and responding appropriately in emergency situations.
Ability to sit or stand for extended periods of time, up to 7-8 hours per day.	Scanning requires sitting or standing for extended periods of time.
Ability to learn technical, medical, and pathophysiological information.	Completion of clinical and didactic components of program requires ability to learn.

You, as a student in the program, need to be able to perform each of the above tasks with or without accommodation. If you have a disability that requires a reasonable accommodation, it is the responsibility of you, the student, to report this information with documentation to the Center for Student Success. The college will endeavor to satisfy requests for reasonable accommodations, however it is not guaranteed. I understand that accommodations cannot be made without following the process.

Signature: \_\_\_\_\_

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

Accommodations for Students with Disabilities: If a student has a documented learning disability, visual or hearing impairment, psychiatric issue, or other physical or psychological challenge that interferes with learning, the Center for Student Success (CSS) can arrange accommodations for each student's classes in compliance with the American Disabilities Act. Based on the student's particular needs, accommodations may include but are not limited to: • Extended testing time • Quiet testing location • Assistive technology • Note takers • Alternative text formats • Sign language interpreter It is the student's responsibility to self-disclose a disability. Once documentation has been provided, CSS can arrange accommodations with instructors each semester. Center for Student Success | Accommodations for Students with Disabilities

**AMERICANS WITH DISABILITIES ACT (ADA)** ARDMS provides reasonable testing accommodations in compliance with the Americans with Disabilities Act (ADA). Under the ADA, a disability is a physical or mental impairment that substantially limits one or more major life activities. Having a diagnosed impairment does not necessarily mean that an individual is disabled as defined by the ADA, and not all disabilities require test accommodations. Test accommodations are adjustments or modifications of standard testing conditions designed to allow candidates with disabilities to take the examination without compromising its validity, providing an unfair advantage to disabled candidates or imposing undue burdens on ARDMS. If you are an Applicant seeking accommodation, you must submit, along with your completed application: 1. An original letter, dated within the past five years and typed on official letterhead, from a qualified physician or health provider who specializes in the disability. This letter must document the disability and its severity, describe the applicant's limitation due to the disability, and state exactly what accommodations are recommended. The letter must contain an original signature and the physician's or health professional's credentials; 2. An original, current, detailed, comprehensive medical evaluation/ report of the diagnosed disability from the physician or health professional, dated within the past five years; and 3. A completed ARDMS Special Accommodations Questionnaire which must be submitted each time you apply for examination. Review of applications containing a request to receive ADA accommodations may require an additional 30 days to be completed.

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My signature verifies that I have met all requirements for application to the Vascular Sonography program; read and understand the Technical Standards for Admission and the Technical Standards and Functions documents; Vascular Sonography Admission Process (pages 3, 4, 5, & 6); my admissions file is complete.

\*All students have to meet with their student success navigator to verify the requirements have been met for the program.

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

\_\_\_\_\_  
Date

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

**Application form must be submitted directly to:**

**YOUR STUDENT SUCCESS NAVIGATOR**

Applications will only be accepted from Student Success Navigators.

**APPLICATION, CLINICAL SITE SPONSORSHIP FORMS, AND TRANSCRIPT RECEIPT DEADLINE:**

**January 31 (VASCULAR SONOGRAPHY) FOR A SPRING SEMESTER PROGRAM START**

\*\*If this date falls on a holiday or weekend, the deadline is the following business day.