



North Idaho College

RADIOGRAPHY TECHNOLOGY PROGRAM

FALL 2025 APPLICATION INFORMATION

Application Period: February 5, 2025 - May 22, 2025

Application materials must be received by 5:00 p.m. on the May 22, 2025 closing/deadline date to be considered.

Application materials must be submitted as follows:

Email application materials to: HPN@nic.edu

Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

Questions can be directed to:

Cardinal Central Office (208) 769-3311, or

Health Professions & Nursing (HPN) Admissions – email: HPN@nic.edu

Betsy Conery, Student Success Navigator for Health Professions (208) 625-2320, Betsy.Conery@nic.edu

Matthew Nolan, Program Director (208) 676-7133, Matthew.Nolan@nic.edu

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Radiography Technology (RADT) Program Application Information and Checklist

Read the entire application information packet before continuing to ensure you are ready for program application. This program requires specific prerequisite course completion and minimum grades to be considered for application eligibility. Information about the program and required prerequisite courses are noted on page 8 as well as the RADT Program website via this link: <https://www.nic.edu/radtech/>. If ready for application, follow instructions for completing steps and submitting necessary application materials. Application materials must be completed/received by the cycle deadline to be considered.

Step 1:

Apply to the North Idaho College RADT Program Complete Incomplete

Submit an electronic application by accessing <https://www.nic.edu/start/>. Click on the 'Apply Now' link to create a new degree-seeking application for the Fall 2025 Radiography Technology Program.

Step 2:

Submit Official College & Other Required Transcripts Complete Incomplete

All official high school, college and military transcripts must be received in the Cardinal Central Office by the application deadline. Courses completed at North Idaho College do not require transcript submission. Please be aware that transfer institution transcripts are not retained for a long period of time and you may need to reorder official transcripts. Only courses that appear on an originating educational institution's official transcript will be used to determine points for admission. Applicants using ACT or SAT scores to meet the English course requirement must submit a paper copy of the scores if the course credit does not appear on the transcript. Test scores are valid for four years from the test date. International college/university transcripts must be professionally evaluated by [WES](#) or a similar [NACES-member organization](#). It is recommended an applicant choose course-by-course evaluation and pay to have records retained with these organizations for potential future use.

Step 3:

Test of Essential Academic Skills (TEAS) Assessment Complete Incomplete

Each applicant must complete the TEAS assessment exam and submit score documentation that includes the 'Individual Performance Profile' report with the Student Name, Test Date, Total Score Percentage, as well as the percentage score details associated with each of the following categories: Reading, Math, Science, and English/Language Usage. Please note, the TEAS score report documentation must be submitted to Cardinal Central after an applicant has completed the electronic application (Step 1). This will ensure TEAS documentation is aligned with the appropriate applicant record and can be considered for program application eligibility.

The TEAS exam must be completed January 1, 2024 or more recently to be considered for the Fall 2025 RADT application cycle. TEAS score results from test dates prior to January 1, 2024 will not meet program application eligibility. If the TEAS exam has been repeated, the most recent score will be used for application purposes. Refer to page 9 for information about the minimum TEAS assessment score requirements and for an example of documentation required.

TEAS exam sessions will be available at the NIC Testing Center prior to the RADT Program application deadline. Testing capacity is limited, so an applicant may take the TEAS only once each application cycle through NIC's Testing Center. Pre-scheduling a test date appointment is necessary. Click on the following link to view available sessions and schedule an exam appointment at NIC's Testing Center in Coeur d'Alene, Idaho: www.nic.edu/teas.

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Step 3 (continued): Test of Essential Academic Skills (TEAS) Assessment Exam

Applicants unable to schedule or attend one of the TEAS sessions available at NIC's Testing Center are still responsible for completing this program application requirement through other approved testing agencies/sources. Contact NIC's Testing Center for alternate testing option information. If completing the TEAS exam through an alternate testing agency, it is the applicant's responsibility to understand the testing requirements (in-person and/or online) and pay all associated exam costs. The applicant is responsible for the TEAS exam cost, any administrative fees assessed by the alternate testing site/agency, and for submission of the appropriate TEAS score report documentation to NIC by the application deadline.

Important things to know about completing the TEAS exam at NIC's Testing Center.

- A. Applicants must pre-schedule to take the exam at NIC's Testing Center. The approximate cost is \$70.00. Applicants must bring the following to the test site on the scheduled test date.
1. A government issued photo ID or a NIC student photo ID is required.
 2. A valid credit/debit is required to pay for the exam. Cash or check is NOT accepted.

Applicants without a valid photo ID and credit/debit card will not be allowed to test!

- B. The exam may take up to 4 hours to complete. The exam may be taken only once at NIC each application period. If the TEAS is completed or repeated through a different testing agency, the most recent scores will be used for the program application. It is the applicant's responsibility to submit the TEAS exam score report documentation as well as any subsequent and/or repeat exam score report(s) to NIC (Step 4) by the application deadline.
- C. North Idaho College is committed to serving TEAS examinees with documented disabilities by providing reasonable accommodations appropriate to the examinee's diagnosis and needs. North Idaho College also provides some support for English Learners and English as a Second Language (ESL) students. In order to be considered for TEAS accommodations, please contact the NIC Disability Support Services (DSS) Office by calling 208-665-4520 prior to scheduling an exam. The DSS office is located in Seiter Hall, Room 100.

Step 4:

Submit Supporting Application Materials

Complete Incomplete

Materials in support of your electronic application including the appropriate TEAS documentation must be submitted as follows: Email application materials to: HPN@nic.edu.

Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

Health Care Certification/Licensure/Work Experience Documentation (If Applicable)

Submit appropriate documentation to validate health care certification/licensure or work experience. Criteria for the points associated with these categories is detailed on pages 8 & 10.

Previous Program Statement (If Applicable)

Applicants who have previously attended any Radiography Technology Program other than NIC must also submit a letter of good standing from their previous institution. The statement must be on institutional letterhead, signed by a program administrator, and indicate the student was not dismissed due to unethical circumstances or other unfavorable situations.

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RADT Program Application Information and Checklist (continued)

Step 4 (continued): Submit Supporting Application Materials

Prerequisite Course Information Sheet (If Applicable)

Applicants completing prerequisite courses at a school other than NIC during the spring term prior to the program start date must complete and submit the prerequisite course information sheet (page 11) along with required enrollment documentation. Additionally, submission of an official transcript with final course grade(s) is required by the application cycle deadline.

Step 5: **Review Online Checklist/Transfer Credits (May Need To Review As Items Are Received/Posted)**

Complete Incomplete

The applicant is responsible to ensure that all required information is included in the application submission. Once your electronic application (Step 1) is complete, an online checklist regarding required application materials will be created. This online checklist process can take between three to five business days to generate. If you are applying close to a deadline, you may not be able to review your checklist before the deadline date. Plan ahead for applying so you have time to review your online checklist.

After the checklist is created, an applicant may verify application documents received on their **MyNIC** account. To view the checklist, you must log into your **MyNIC** account. Select **Self Service** under the **Services** area. Once you are within **Self Service**, on the left-hand side panel, select the person avatar icon (**User Options**) and select **My Documents**. If the **Status** column says **Not Received** for the **Requesting Office of Admissions**, we will need that document for your program application file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

It is also highly recommended that applicants with transfer credits view their transcript evaluations before the application deadline to ensure that they have courses which meet the prerequisite admission requirements for the Radiography Technology Program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account. Once logged into your MyNIC account, at the top of the screen in the **Search** box type '**Transcript Credits**' and find the search result for **View Transfer Credits**.

Questions can be directed to:

Cardinal Central Office (208) 769-3311, or

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RADT Program – Additional Information

- Two online Radiography Technology Program Application information sessions will be scheduled prior to the posted application deadline. Use the following link(s) to join a session: [RADT Program Application Info Session - March 19, 2025 at 12:00 p.m. \(Noon\)](#) or access the session using the following login detail: <https://nic.zoom.us/j/81581356585>

[RADT Program Application Info Session - April 30, 2025 at 12:00 p.m. \(Noon\)](#)

or access the session using the following login detail: <https://nic.zoom.us/j/87918941288>

Information session attendance is NOT required for application to the program; however, we welcome participation if you have any questions related to the application process. The current application requirements and steps will be reviewed during the session. Attendees are encouraged to thoroughly review the application information prior to the information session and have questions ready as each application element is addressed. In the unlikely event the information session is not available as planned or if an applicant is unable to attend the scheduled session, it is still the applicant's responsibility to thoroughly read and understand application requirements. If application information or assistance is needed, applicants are encouraged to contact the Student Success Navigator noted on page 1.

- Applicants are encouraged to access the <https://www.nic.edu/radtech/> website to ensure awareness and understanding about the program, degree requirements, and accreditation details. Tuition and fee information can be found on the NIC <https://www.nic.edu/tuition/> website. Beyond tuition, the program-specific course fees, textbooks, and miscellaneous costs are estimated to be approximately \$4,000 over the course of the two-year program. Applicants are strongly encouraged to complete a FAFSA form ahead of time to assist in determining financial aid eligibility. Prior to accepting a position in the program, applicants will need to plan appropriately regarding payment for the tuition and course fees costs. It is important to have a plan in place for potential program costs in the event financial aid and/or scholarship funding is not available.
- Applicants are required to read and sign acknowledgement of understanding regarding the 'Physical and Technical Requirements' standards as noted on Page 7 of this application information packet. A signed acknowledgement will be completed within the online Radiography Technology Program application process.
- Federal regulations require that persons operating x-ray equipment be eighteen years of age or older. Applicants accepted into the program must be 18 years old by the anticipated Fall 2025 program start date on August 18, 2025.
- Up to ten students will be admitted to the Fall 2025 Radiography Technology Program. The program is scheduled to begin at the start of the fall term on August 18, 2025. The two-year program will include five instructional terms – a fall, spring, summer, and subsequent fall and spring term – with an anticipated May 2027 graduation date.
- Completion of a background check and drug screening will be required upon acceptance.

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RADT Program – Additional Information (continued)

- **Applicants will be notified of acceptance status by the end of June 2025.** Initial program acceptance notification will be sent by email to the email address indicated on the program application. Please watch your incoming email messages (including junk mail) for a program status update and be ready to return required documentation/forms if requested.
- If accepted into the program, the applicant will be required to attend a **mandatory session** related to Radiography Technology Program information and registration. The meeting will be scheduled during July or August preceding the August program start. Students will be notified of the specific date/time when the program acceptance packet information is mailed.
- Acceptance packet materials will be mailed in July. If your address changes between applying to the program and the anticipated mailing date, be sure to notify the Student Success Navigator of your new address so program information and acceptance packet materials can be mailed to the correct location.
- Registration for Fall 2025 Radiography Technology Program programmatic courses will occur during July or August prior to the August program start. If you need to complete any general education course(s) for purposes other than the program, you may register for these courses as soon as your assigned registration time opens to ensure the best chance at course availability. Do not wait to register for any non-programmatic courses! Let us know if you have any registration questions or need assistance with the general education course registration process.
- Please know that program cohort schedules, acceptance notification, deadlines and conditions are subject to change based upon unforeseen developments including those surrounding COVID-19 and institutional accreditation status.

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Fall 2025 Radiography Technology Program Application

Radiography Technologist Physical and Technical Standards

Please read the following statements identifying **Physical and Technical Standards** necessary to perform the job of a radiologic technologist. Individuals entering the field are expected to meet these standards with or without reasonable accommodations. As part of the online Radiography Technology Program application process, applicants are required to sign and date acknowledgement of meeting these minimum physical and technical standards and requirements related to the program and profession.

In order to manage the dynamic medical environment that the Radiography Technologist works and learns in, all students in the program must have sufficient strength, motor coordination, manual dexterity, and mental capacity to meet standard requirements within the profession. At a minimum, all Radiography Technology Program students must meet the following requirements:

1. Comprehend reading material at the 11th grade level or beyond.
2. Communicate and assimilate information through various methods of communication including, but not limited to, the spoken word and reading.
3. Gather, analyze, and draw conclusions from data.
4. Stand for a minimum of two hours.
5. Walk for a minimum of six hours, not necessarily consecutively.
6. Stoop, bend, and twist for a minimum of 60 minutes at a time and be able to repeat this activity at frequent intervals.
7. Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
8. Move, or assist to move, a 50-pound person or assist with a larger person and transfer the person from one location to another, with safety for self, the person, and others.
9. Determine by touch: hotness/coldness, wetness/dryness, and hardness/softness.
10. Use muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
11. Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
12. Identify behaviors that would endanger a person's life or safety and intervene quickly in a crisis situation with an appropriate solution.
13. Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
14. Exhibit social skills appropriate to professional interactions.
15. Listen attentively and think critically.
16. Federal regulations require that persons operating x-ray equipment be eighteen years of age or older.
By signing below, you are also confirming that you will be 18 by the scheduled program start date.

Student Temporary Accommodation

In the event that a student sustains an injury or illness that results in the student's inability to participate in practical examination or skills checks requiring the above abilities, the student will be referred to NIC's Disability Support Services (DSS) ADA office to determine reasonable temporary accommodations. In the event that reasonable accommodations are not able to be provided, the student may be placed on deferment.

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Fall 2025 Radiography Technology Program Application Point Calculation Worksheet

Name _____ Student ID _____

Prerequisite course grades of B-/2.7 GPA or higher are required to meet application eligibility and for purposes of points in the application process. Please note - Passing 'P' grades will be considered for application eligibility but will NOT earn any points in the application process.

| <u>COURSE:</u> | Grade Points | A 200 | A- 180 | B+ 160 | B 140 | B- 120 |
|--|---------------------|------------------|-------------------|-------------------|------------------|-------------------|
| BIOL 227/BIOL227 Lab (Human Anatomy & Physiology I) | | | | | | |
| BIOL 228/BIOL 228 Lab (Human Anatomy & Physiology II) | | | | | | |
| GEM 3 MATH (Any GEM 3 MATH course) | | | | | | |
| <u>COURSE:</u> | Grade Points | A 100 | A- 90 | B+ 80 | B 70 | B- 60 |
| CAOT 179 (Medical Terminology) | | | | | | |
| COMM 101 (Fundamentals of Oral Communication) | | | | | | |
| ENGL 101 (Writing and Rhetoric I) <u>or</u> ENGL 102 (Writing and Rhetoric II) | | | | | | |
| PSYC 101 (Introduction to Psychology) <u>or</u> SOC 101 (Introduction to Sociology) | | | | | | |

Prerequisite Course Grade Calculation (Potential Points = 1000) _____
Utilize point scale above to calculate grade application points.

Residency in Idaho's 5 Northern Counties (Potential Points = 20) _____
____ Benewah ____ Bonner ____ Boundary ____ Kootenai ____ Shoshone

Previously earned Bachelor or higher degree (Potential Points = 20) _____
Previously earned Bachelor or higher degree from regionally accredited institution recognized by NIC.

Health care certification/licensure (Potential Points = 30) _____
Documentation must include current state/federally approved credentials to be considered.

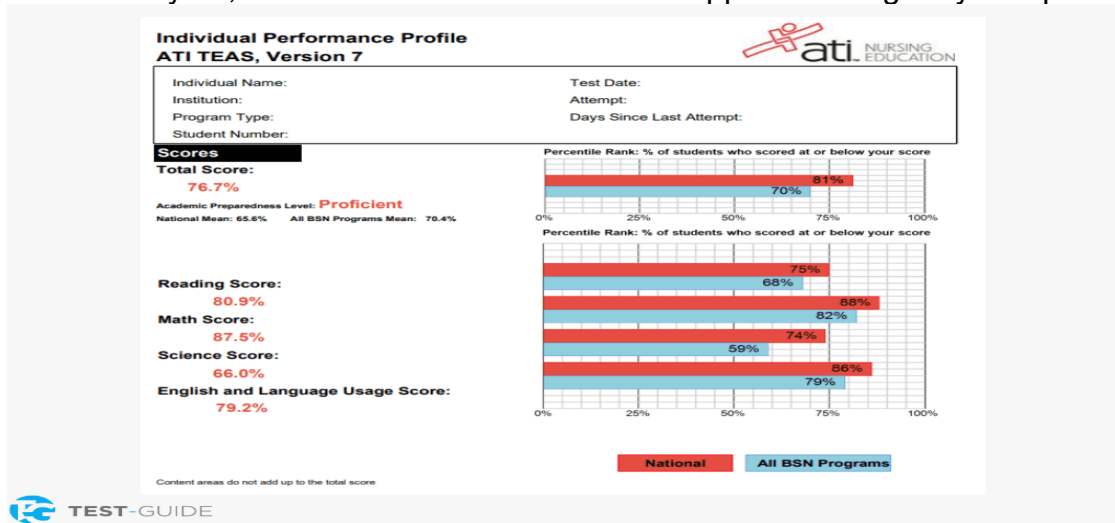
Radiology/Imaging-Specific Work Experience (Potential Points = 30) _____
Documentation must include required criteria to be considered.

Initial Point Calculation (Potential Points = 1100) _____
Based on point categories noted above.

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Fall 2025 RADT Admission Selection Criteria

- A. Required prerequisite courses are listed on the Fall 2025 RADT Application Point Calculation Worksheet (page 8). All prerequisite courses must be completed by the application deadline to meet application eligibility. Official transcript(s) with final course grades must be received by the application deadline to validate course completion for purposes of application point calculation and for purposes of meeting program eligibility. Missing prerequisite courses and/or missing official transcript records will result in an incomplete or ineligible application status.
- Points will be awarded for prerequisite courses as noted. Only prerequisite courses completed with a B-/2.7 GPA or higher will be eligible for point consideration.
 - Courses with grades of **P** (pass) or **S** (satisfactory) or courses that have not received a grade due to advance placement scores will NOT be awarded points.
 - Courses which have been documented as **waived** do not receive grades or credits and will not be awarded points, but will be accepted as meeting program requirements.
 - Courses in-progress at the time of the application deadline receive no points.
 - Courses may be repeated more than once to improve a grade. If repeated, the most recent course grade will be used in the program application scoring process.
 - If more than one course will meet a degree requirement (i.e. two or more GEM 3 MATH courses, ENGL 101/ENGL 102, or completion of both PSYC 101 and SOC 101), the course with the highest grade will be used in the application point calculation process.
- B. A TEAS 'Total Score' percentage of 65.0% or higher is required to meet minimum program application eligibility. A TEAS report reflecting a 'Total Score' percentage less than 65.0% will result in an ineligible application status. For applicants who meet the minimum TEAS 'Total Score' percentage, the score percentage details for individual TEAS categories in Reading, Math, Science, and English/Language Usage will be combined with the initial point calculation number to determine the final selection of up to ten program participants and two program alternates. A score report submission that does not include the applicant's name, test date, and all score percentage category details (as reflected in the example below) will result in an incomplete or ineligible application status. The most recent test date score details for the period of January 1, 2024 to May 22, 2025 will be used to determine application eligibility and point calculations.



TEST-GUIDE

DOCUMENT EXAMPLE

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Fall 2025 RADT Admission Selection Criteria (continued)

- C. Points will be awarded to residents of Idaho's five northern counties (Benewah, Bonner, Boundary, Kootenai and Shoshone). Residency status will be determined by the Cardinal Central Office based on information submitted on the application.
- D. Points will be awarded to applicants who have completed a Bachelor's degree or higher from an accredited U.S. Department of Education institution that is recognized by NIC. Official transcripts reflecting the degree detail must be received by the application deadline.
- E. Points may be awarded for health care certification/licensure. Documentation must include current state or federally approved credentials and must be provided with program application materials by the application deadline to be considered.
- F. Points may be awarded for radiology and imaging-specific health care work experience. Documentation for work experience should include a letter from the employer on company letterhead indicating the applicant's name, normal (day-to-day) job duties affiliated with the position held, employment dates, and supervisor contact (phone and email) information. The letter must be signed and dated by the applicant's supervisor and must be provided with program application materials by the application deadline to be considered.
- G. Additional Information:
- If necessary, GPA for program eligibility will be calculated on courses that meet degree requirements for the Radiography Technology Program.
 - In the event there are applicants with an equal number of points, and the number of tied applicants outnumber the remaining open positions in the program, the following system will be used to determine who is selected:
 1. Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category. If there continues to be a tie, then:
 2. GPA, as defined above, will be used to rank the remaining tied applicants. If there still continues to be a tie, then:
 3. A random drawing of all the remaining tied applicants will be held for the final seat.

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Prerequisite Course Information Sheet

Applicants completing prerequisite courses at a school other than NIC during the spring term prior to the program start date must complete and submit this prerequisite course information sheet along with required enrollment documentation.

The completed document and documentation of enrollment in the prerequisites listed below must be submitted with the application in order to provide evidence of program eligibility.

Student name:

Prerequisite course/s I am currently enrolled in or will be enrolled in during the spring term:

Name of college:

Course/s will be completed on (date):

Evidence of registration for prerequisite courses and this form must be submitted to Cardinal Central on or before May 22, 2025 to be considered for application eligibility.

An official transcript with final grade details for all courses listed on form must also be received in the Cardinal Central Office by the May 22, 2025 application deadline to be considered for program eligibility.

Submit this page if applicable.