

RTE APPLICANT CHECK-OFF LIST

Prior to submitting the application, student must have:

- Completed application to become a CCD Student: Date of completion: _____
- Official, sealed transcripts from all transfer credit institutions sent to the CCD Admissions Office for evaluation: Date: _____
- Updated contact information, including email address

All items must be complete and submitted with your application. Incomplete applications will NOT be considered.

- Step 1 - Resume
- Step 2 – Cover Letter and Radiologic Technology Application
- Step 3 – Unofficial transcripts from all transfer credit institutions
- Step 4 – Up-to-date, unofficial transcripts from CCD
- Step 5 – Documentation of courses currently in progress and due to be completed by December of current year.
- Step 6 – 12 hours (minimum) of documented job shadowing experience
- Step 7 – Contact information for two structured references
- Step 8 – Answers to two essay questions. Must be typed, single-spaced, in 12 point Verdana or Calibri font, and a maximum of half a page/answering length. **See essay questions in step 6 of "Steps to a successful Enrollment".**