



MOORE NORMAN
TECHNOLOGY CENTER

Diagnostic Medical Sonography Application Booklet

2022-2023



*All items on the requirement checklist should be submitted prior to 12:00 P.M. (noon) on October 22, 2021.
Apply online at mntc.edu/apply*

Moore Norman Technology Center

Diagnostic Medical Sonography

Application Booklet

Application Period:
June 7, 2021 – October 22, 2021 12:00pm

Class: DMS #14

*All items on the requirement check list should be submitted prior to **12:00 P.M. (noon) on October 22, 2021.***

Apply online at www.mntc.edu/apply

Dear Prospective Student:

Thank you for your interest in Moore Norman Technology Center's Diagnostic Medical Sonography (DMS) Program. We know you have a choice when it comes to your education and we hope you will consider attending MNTC. Enclosed for your benefit is a list of questions to ask of any DMS program you consider.

This booklet of information is intended to provide general information about our program, as well as guide you through the application and selection processes. Although there is a great deal of information, we hope it is presented in an easy to follow format.

Healthcare professionals are in high demand. Diagnostic medical sonography can be a rewarding career choice with opportunities for advancement and additional education. We believe our program at MNTC is one of the best in the state, with a dedicated faculty and excellent facilities.

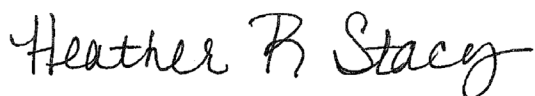
As you consider one of the most important decisions of your life, we hope you will find MNTC's Diagnostic Medical Sonography Program to be the next step for you. Please feel free to contact Student Services at customer.inquiry@mntc.edu if you have any questions or would like additional information.

If accepted to the MNTC's Diagnostic Medical Sonography (DMS) Program classes will begin in February of 2022.

Sincerely,

A handwritten signature in black ink that reads "Shawna Herell". The script is cursive and fluid.

Shawna Herell, M.Ed., RDMS, RVT
Program Coordinator

A handwritten signature in black ink that reads "Heather R Stacy". The script is cursive and fluid.

Heather Stacy, RDMS, RVT Program
Instructor/Clinic Coordinator

DIAGNOSTIC MEDICAL SONOGRAPHY APPLICATION BOOKLET 2022-2023

TABLE OF CONTENTS

	Page (s)
1. Prospective Student Letter	2
2. Table of Contents	3
3. Information Session	4
4. Program Information	5-6
5. Program Application Process & Information Book	7-8
6. Post-Acceptance Check List	9-10
7. Financial Aid/Accrediting Agency/Non-Discrimination Statement/Information for International Applicants	11-12
8. Thinking about a Diagnostic Medical Sonography Career?	13-14
9. Educational Program Questionnaire	15-16
10. Requirement Checklist	17-18
11. Technical Standards	19
12. Essay Rubric	20
13. Immunization/Screening Requirements	21-22
14. Immunization Sites	23
15. OSBI Background Check Information	24-25
16. Waiver/Release	26

Diagnostic Medical Sonography Information Session

The Diagnostic Medical Sonography Information Session is a 2-part process. It is required for all applicants to meet with a career advisor and complete the Sonography Online Information Course.

- 1) The first step in the application process is to apply online at www.mntc.edu/apply. Upon application, you will be contacted to schedule an appointment with a Career Advisor*.
- 2) The second step in this process is to complete the Online Diagnostic Medical Sonography Information course. To enroll in the Online Diagnostic Medical Sonography Information course, please email enrollment at customer.inquiry@mntc.edu and ask to be enrolled in the course. **At the end of the online course, you will complete a Post Test. After successful completion of the Post Test, print out a copy of the Certificate of Achievement to submit with your application. NOTE: Please write down your account username and password for the course, as it will be used again if you are accepted into the program.**

**Please Note: Appointments will be conducted over the zoom while campuses remain closed. They will notify you of any changes to location, communication, or building access when information becomes available.*

***See pages 7-8 for information on further entrance requirements.*

**DEADLINE FOR APPLICATION:
12:00 p.m. (noon) on October 22, 2021**

DIAGNOSTIC MEDICAL SONOGRAPHY (1950 Hours)

What is Diagnostic Medical Sonography?

Chances are you or someone you know has undergone an ultrasound exam. Whether it is to get a first glimpse of a developing baby in the womb or to determine the risk of a heart attack, sonography is widely used to gain advanced insight into the inner workings of the body. In fact, ultrasound is the most utilized form of diagnostic imaging available today, after x-ray exams. Unlike X-ray, sonography is a radiation-free imaging modality.

A diagnostic medical sonographer is a highly-skilled professional who uses specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis. The process involves placing a small device called a transducer against the patient's skin near the body area to be imaged. The transducer works like a loudspeaker and microphone because it can transmit sound and receive sound. The transducer sends a stream of high frequency sound waves into the body that bounce off the structures inside. The transducer detects sound waves as they bounce off the internal structures. Different structures in the body reflect these sound waves differently. A computer analyzes these sounds to make an image of the structure(s) on a monitor that can be recorded on videotape.

MNTC Diagnostic Medical Sonography Program

The Moore Norman Technology Center Diagnostic Medical Sonography program is a 15-month program designed to prepare students for entry level employment as a sonographer. Students learn all the required competencies for the following concentrations: abdominal sonography extended and obstetrics and gynecology sonography. These learning concentrations include abdominal, obstetrical, gynecological, superficial parts, and other appropriate areas. The DMS program includes 1950 clock hours of didactic, lab, and clinical instruction. Students will complete clinical assignments in selected hospitals and clinic facilities located throughout the Oklahoma City metro area, as well as facilities located in the larger communities outside the metro area. Students are responsible for expenses associated with clinical requirements.

Who Can Apply?

The program is open to post-secondary students who meet all entrance requirements. Enrollment will be limited to twelve students. Applicants will be accepted based on scores derived from cumulative GPA from pre-requisite classes, essay, test scores, interview, and optional points such as: degree completion, health certifications, and sonographer shadowing.

Schedule

Class will meet from 9:00 a.m. to 4:00 p.m., Monday through Friday. Clinical hours will correspond to those of the assigned clinical site.

Program Expenses

Please visit <https://www.mntc.edu/long-term-programs/health/diagnostic-medical-sonography> for the most current information regarding costs for the Diagnostic Medical Sonography program.

Training Includes (but not limited to):

- Medical and sonographic terminology
- Human gross and sectional anatomy, physiology, and pathophysiology
- Acoustical physics, Doppler ultrasound principles, and ultrasound instrumentation
- Sonographic appearance of the normal and abnormal neck, non-cardiac chest, breasts, and abdominoperineal organs and vessels
- Sonographic appearance of the normal and abnormal female pelvis
- Sonographic appearance of maternal, embryonic and fetal anatomy during all trimesters
- Perform sonographic examinations of the abdomen, superficial structures, non-cardiac chest, and gravid and nongravid pelvis
- Role of the sonographer in the health care team
- Safety
- Quality improvement principles
- Continuing education
- Professional organization
- Basic patient care and comfort
- Ethical and legal principles
- Oral and written communication

Technical Standards

- Lift more than 50 pounds routinely
- Push and pull routinely
- Bend and stoop routinely
- Have full use of both hands, wrists and shoulders
- Distinguish audible sounds
- Adequately view sonograms, including color distinctions
- Work Standing on their feet 80% of the time
- Interact compassionately and effectively with the sick or injured
- Assist patients on and off examining tables
- Communicate effectively with patients and other health care professionals
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence

Moore Norman Technology Center 2022-2023 Diagnostic Medical Sonography Program Application Process & Information Book

All items on the requirement checklist should be submitted prior to 12:00 P.M. (noon) on October 22, 2021

Prerequisite:

___ Complete College Level courses:

- ◆ Overall College GPA of 2.7 (see GPA calculator on program website).
- ◆ Official college transcripts from **ALL** accredited college or university attended with a “C” or better in required prerequisite courses before you may submit an application. *Applicants may be asked for course description or course syllabus to clarify course content.*
 - Mathematics: Mathematical Functions and Modeling, Algebra, statistics, or higher mathematics course
 - Physics: General college-level physics and/or radiographic physics
 - Human anatomy and physiology
 - *An additional Human Anatomy and Physiology Lab is not required for application or admission, however it will enrich the student's learning experience.*
 - Medical Terminology
 - Communication skills
 - *The communication skills requirement may be met by a variety of courses including English, speech or composition.*

Application Checklist:

___ 1. Submit Application:

Submit an application form online at <https://mntc.edu/apply>.

___ 2. Application Book:

Carefully review the application book contents. You are responsible for reading and understanding the requirements for applying to the diagnostic medical sonography program. If you have any questions, email the administrative assistant at christine.clark@mntc.edu.

___ 3. Meet With An Advisor:

You will be contacted after completing your online application to schedule an appointment* with your Career Advisor.

***Please Note: Appointments will be conducted over the zoom while campuses remain closed. They will notify you of any changes to location, communication, or building access when information becomes available.*

___ 4. Complete Online Sonography Information Course (pg. 4)

___ 5. Take the ACT/SAT or Next Gen Accuplacer:

The ACT/SAT (Standard Test) and Next Gen Accuplacer consist of reading, writing, and math (arithmetic and QAS) assessments. Applicants can select which score they wish to use if points are achieved for the math section. Applicants may test twice within a 6 month period at Moore Norman Technology Center Assessment Center. After obtaining your referral from an MNTC Career Advisor, schedule your assessment with instructions given during Career Advisor

appointment. Residual ACT/SAT scores are accepted.

NOTE: Scores cannot be older than 5 years from application date.

___6. Submit Documentation of Required Pre-Acceptance Immunizations/Health Screenings

The following must be accomplished and documentation submitted by the application deadline. Your application will not be considered complete without this documentation.

Measles, Mumps, Rubella (MMR)

You must have documentation of:

- ◆ Two (2) MMR vaccinations **OR**
- ◆ One (1) MMR **and** one (1) rubeola vaccination **and** one (1) mumps vaccination **OR**
- ◆ One (1) MMR **and** one (1) positive rubeola titer **and** one (1) positive mumps titer **OR**
- ◆ Positive titers for rubella, rubeola, and mumps.

Varicella (chicken pox)

You must have documentation of receiving:

- ◆ Two (2) varicella vaccinations **OR**
- ◆ Positive varicella titer

Tetanus (Tdap)

You must have documentation of receiving:

- ◆ One booster vaccine within the past 9 years. Must include pertussis (whooping cough)

Tuberculosis Skin Test (PPD)

You must have documentation of:

- ◆ Negative TB (PPD) skin test **OR**
- ◆ Proof of positive reaction and negative chest x-ray.

Hepatitis B (HepB)

You must have documentation of:

- ◆ Three (3) injections given over a 6-month period **OR**
- ◆ Signed declination from a physician or clergy

___7. Obtain a violent offender/sex offender/criminal offender background check from the OSBI. An application with a positive violent offender/sex offender result on the OSBI will not be considered for admission to the Diagnostic Medical Sonography Program.

___8. Technical Standards Form (pg. 19)

___9. Diagnostic Medical Sonography Essay (pg. 20)

___10. Job Shadow Form (recommended). *Job shadowing is not required.*

The applicant should seek opportunities for job shadowing a sonographer at a healthcare facility. Points are earned for completing a minimum of 8 hours of shadowing. Job shadow forms can be found on the program website.

Top scoring applicants will be selected for a 15-20 minute panel interview to be conducted within two weeks of the application closing date. After final applicants are chosen, remaining applicants are placed on a waitlist until the first week of class is completed. After the first week of class, the waitlist is dissolved.

Diagnostic Medical Sonography Post-Acceptance Check List

Steps 1 thru 5 must be accomplished after acceptance.

The following are required before entering the Diagnostic Medical Sonography program. You must present documentation of the following immunizations, titers, and records **after** being accepted into the Diagnostic Medical Sonography program. This documentation must be submitted **prior** to the class start date. **Failure to submit/meet the immunization/screening requirements will result in withdrawal of acceptance to the Moore Norman Technology Center Diagnostic Medical Sonography program.**

1. Mandatory: if accepted, you must attend the Diagnostic Medical Sonography 8-hour orientation, which will be scheduled during the last week of January. If you cannot or do not participate in the meeting, your seat will be offered to the next person on the selection list.

2. IMMUNIZATIONS

Tuberculosis Skin Test (PPD)-a second TB test is required after acceptance

You must have one (1) of the following;

- ◆ One (1) negative TB skin test (PPD), from notification of acceptance to one (1) month prior to start date of class **OR**
- ◆ If history of a positive PPD, student must submit evidence of a positive TB test, a documented negative chest x-ray (*dated no more than three months prior to beginning of program*) and complete TB symptoms survey along with a 'Release for Public Contact Form' obtained from the Health Department **OR**
- ◆ If new positive PPD, you must submit evidence of a positive TB test, documented negative chest x- ray, and 'Release for Public Contact Form' from the Health Department.

Seasonal Influenza (Flu) Vaccine

- ◆ Seasonal Flu Vaccine is now REQUIRED by all clinical sites.
- ◆ A current year immunization must be presented before clinical attendance will be allowed.
- ◆ Declination exemptions are only allowed when signed by your physician or clergy.
- ◆ After acceptance, students will be told when to obtain the influenza vaccination.

3. CPR: American Heart Association Health Care Provider

Current CPR Certification in American Heart Association, Health Care Provider, is required. CPR certification must remain current for your entire Diagnostic Medical Sonography education. If you have a current AHA CPR, but it will expire before May 2023, then you **MUST** take a CPR class and obtain certification that will be current for the entire program.

4. National Background Check

This will be done the first week of class. Background checks are included with your paid tuition and completed through MNTC. The search consists of Criminal Research; Sex Offender Registry Search; State Criminal Database; Previous Address Search; Professional License; Compliance – Federal Exclusions; Compliance – state Registries & Sanctions; SSN Verifications; Education data; and Employment data. Any positive reports will be submitted to clinical sites for their approval. If you can't be placed at clinical, you will be withdrawn from the program.

5. Drug Screen – ***completed during class time. Drug screens are included with your paid tuition and completed through MNTC.***

Medical Marijuana

Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or be dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program, if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

Immunization/Health screening requirements are based on clinical institutions' required documentation to attend clinical. Additional immunization/screenings may be required by clinical institutions.

Scrubs

Students must purchase five (5) sets of program specific scrub clothes, lab jacket, and clinical shoes. The style, size, and other order information will be provided once accepted into the program. You must purchase the required style and no other types of scrubs will be permitted to be worn in the classroom or clinical setting.

Transportation

Students must provide their own transportation to class and clinical sites. Clinical sites are located at facilities across the State of Oklahoma, including Tulsa, Lawton, Duncan, Ada, and Woodward. Students will not have a choice on which clinical sites they get assigned during each rotation.

Federal Financial Aid

Federal Financial Aid is available to adult students attending a 600+ hour program at MNTC. The programs eligible to participate in Student Financial Aid (SFA) funds are approved and accredited by the Oklahoma Department of Career and Technology Education (ODCTE). For a complete list of approved programs, contact the Financial Aid office, 405.801.5046.

Federal Financial Aid Programs Offered at MNTC

The following are the financial aid programs available, if a student qualifies:

- Oklahoma Tuition Aid Grant Program (a state/ federally funded program): This program is administrated by the Oklahoma State Regents for Higher Education. The OTAG program is funded with both state and federal LEAP (Leveraging Educational Assistance Partnership) funds. An applicant is considered for this program if the FAFSA form was completed by December 1.
- Federal Pell Grant (Pell) Program: This is a need-based program, and eligibility is pre-determined by the Department of Education.
- Federal Supplement Educational Opportunity Grant (FSEOG) Program: This program is offered to students based on need. To qualify for FSEOG, the Expected Family Contribution (EFC) must be zero. The funds will be awarded to the students who have completed their application and been accepted until funds are exhausted. The amount for the award year can be up to \$500.

Other Financial Assistance

Other federal/state funding agencies have assisted MNTC students in the past and will continue to assist for the current school year. To find out more about the agencies and available assistance, contact a Career Advisor 405.801.5000 or the Financial Aid Coordinator at 405.801.5046.

- Vocational Rehabilitation Services
- Veteran Administration Benefits
- Bureau of Indian Affairs (BIA)
- Workforce Investment Board

How to Apply for Financial Aid Programs (SFA)

To apply for the Pell, FSEOG and OTAG, applicants must complete the Free Application for Federal Student Aid form called the FAFSA. NOTE: Students must apply for all other assistance or scholarship program(s) through the required agency or organization offering the funds.

The FAFSA may be submitted in the following ways:

- By mailing the paper FAFSA to the Federal Processor (The FAFSA form is available by calling 1-800-4-FED-AID and requesting a paper application be mailed to you, or by printing a PDF version available at **fafsa.gov**).
- Through the Internet by using FAFSA on the web at: **fafsa.ed.gov**

In order for MNTC to receive a student's FAFSA information, our school code must be reported on the FAFSA. Our school code for the FAFSA is 012272.

Non-Discrimination Statement

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's non-discrimination policy: MNTC's Executive Director of Human Resources (for employees) and Director Student Services/Marketing (for students). Inquiries concerning application of this policy may be made by calling 405.801.5000 or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069.

International Applicants

International Applicants must provide a high school equivalency assessment letter indicating foreign country education is equivalent to U.S. High School education, during the application period. The evaluation may be obtained through World Education Services at www.wes.org.

Accreditation

The Moore Norman Technology Center Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). You may contact them by the following address:

JRC-DMS

6021 University Boulevard, Suite 500
Ellicott city, MD 21043
Hours of Operation: 8:30 a.m. – 5:00 p.m. ET (Monday-Friday)
Phone number: 443-973-3251
Fax number: 866-738-3444
Website: www.jrcdms.org
Email address: mail@JRCdms.org

Commission on Accreditation of Allied Health Education Programs

9355 113th St. N., # 7709
Seminole, FL 33775
Phone number: 727-210-2350
Fax number: 727-210-2354
Website: www.caahep.org

Thinking about a career in Diagnostic Medical Sonography?

Here are some things you may want to investigate while making your decision.

- Think about shadowing a Diagnostic Medical Sonographer for a few days. You may want to shadow in a hospital setting and also in a clinic or outpatient setting.

- Visit these web sites:

American Registry of Diagnostic Medical Sonographers

This is the organization that tests and credentials Diagnostic Medical Sonographers. www.ardms.org

Society of Diagnostic Medical Sonographers

This professional organization publishes the Journal of Diagnostic Medical Sonographers (JDMS) and protects the interests of the profession. www.sdms.org

American Institute of Ultrasound in Medicine

Mission Statement: “The American Institute of Ultrasound in Medicine is a multidisciplinary organization dedicated to advancing the art and science of ultrasound in medicine and research through its educational, scientific, literary and professional activities.” www.aium.org

- A few others: www.acuson.com
<http://www.jrcdms.org>

According to the Bureau of Labor Statistics....

Job Outlook. Employment of diagnostic medical sonographers is projected to grow 17 percent from 2019 to 2029, much faster than the average for all occupations. Employment of cardiovascular technologists and technicians, including vascular technologists, is projected to grow 5 percent from 2019 to 2029, faster than the average for all occupations.

As the large baby-boom population ages, the need to diagnose medical conditions—such as blood clots and heart disease—will likely increase. Imaging technology is a tool used in making these diagnoses. Moreover, diagnostic medical sonographers, cardiovascular technologists and technicians, and vascular technologists will continue to be needed in healthcare settings to provide an alternative to imaging techniques that involve radiation.

Work Environment. Cardiovascular technologists and technicians held about 55,000 jobs in 2016. The largest employers of cardiovascular technologists and technicians were as follows:

Hospitals; state, local, and private	79%
Offices of physicians	12
Outpatient care centers	3
Medical and diagnostic laboratories	2

Diagnostic medical sonographers held about 74,300 jobs in 2019. The largest employers of diagnostic medical sonographers were as follows:

Hospitals; state, local, and private	61%
Offices of physicians	21
Medical and diagnostic laboratories	11
Outpatient care centers	4

Diagnostic medical sonographers and cardiovascular technologists and technicians, including vascular technologists, complete most of their work at diagnostic imaging machines in dimly lit rooms. They may perform procedures at patients' bedsides. Diagnostic imaging workers may be on their feet for long periods and may need to lift or turn patients who are ill or disabled.

Work Schedules. Most diagnostic imaging workers work full time. Some may work evenings, weekends, or overnight because they work in facilities that are always open.

Job prospects. Diagnostic imaging personnel who are certified are expected to have the best job opportunities. Those certified in more than one specialty are expected to find even greater job opportunities.

Educational Program Questionnaire

There are several important questions to ask before making your decision to apply to an educational program for admission.

Program Name: Diagnostic Medical Sonographer program

Question	Notes
1. Is the program accredited by the CAAHEP or CMA? http://www.caahep.org/progrms.aspx or http://www.cma.ca	Yes
2. If the program is not accredited by the CAAHEP or CMA, can you apply to take the ARDMS certification examinations under a different prerequisite? If not, what other eligibility requirement will I be expected to meet on my own after I graduate? Eligibility requirements are available at: http://www.ardms.org Click on Exam Prerequisites. If you are uncertain if the educational program you are interested in qualifies you to take the certification exams upon graduation, contact the ARDMS at registrants@ardms.org or call 301-738-8401	
3. Has the program graduated a group of students?	Yes
4. How many students started the program together and how many of them graduated?	2003=10/10 2010=10/9 2015=10/7 2005=8/7 2011=10/8 2017=10/6 2007=10/10 2012=10/7 2018=10/9 2008=10/9 2014=10/8 2020=10/8
5. Why did students drop out of the program?	personal decisions and academics
6. Is the director of the program registered in sonography?	Yes, ABD, OB/GYN, Vascular
7. Are the instructors registered in the areas they are teaching? For example, if you are learning about cardiac ultrasound, is the instructor a Registered Diagnostic Cardiac Sonographer (RDCS)?	Yes
8. How many graduates take the ARDMS certification exam?	All
9. How many graduates pass the ARDMS exam?	95 out of 98

10. How many graduates from class #12 (2020) passed the ARDMS registry exam on the first try?	8 out of 8
11. How many students are employed after graduation?	8/8 from class of 2020
12. Where are students employed after graduation?	Metro Area and out of State
Additional Questions	<u>Notes on MNTC</u>
13.	
14.	
15.	

Notes:

Name: _____

Phone number: _____

Email: _____

Date Submitted: _____

PLEASE COMPLETE REQUIREMENT CHECK LIST**All items below must be attached to this checklist and turned in to the Health Office by October 22, 2021 (no later than 12:00 P.M.)**

Documentation Check List Completed by Applicant	Office Use Only Grade ↓	Items required for acceptance				Points Circle points that apply	
Submitted? Yes No	Required	Complete MNTC Application Online					
Yes No	Required	Meet with Career Advisor Email customer.inquiry@mntc.edu to make an appointment					
Date		Complete Online Sonography Information Course (page 4)					
Cumulative GPA 2.7 or > Yes No	Overall GPA of 2.7	ALL College Transcripts				Cumulative GPA 2.7 or >	
	College Course Prerequisites <i>Applicant- indicate institution and course grade in the lines to the left</i> Course Grade Scores A=4, B=3, C=2, D=1 Average to get GPA	MED TERM				College GPA of prerequisite courses 3.25- 3.49 1 point 3.50 - 3.74 2 points 3.75 - 4.00 3 points	
		PHYSICS					
		MATHEMATICS					
		HUMAN A&P					
		ENGLISH COMP I/COMM SKILLS					
ACT Score: Reading, English, Math	REQUIRED Must have ONE of these Assessment Types *MUST BE NO OLDER THAN 5 YEARS FROM APPLICATION DATE	Reading 23-24 25 or >	English 22-23 24 or >	Math 19-20 21 or >	Points for Each 1 point 2 points	Total Points (6 max)	
SAT Score: SAT EBRW (Reading & English), Math		SAT EBRW (Reading & English) 560-580 590 or >		Math 500-510 520 or >	Points for Each 2 point 3 points	Total Points (6 max)	
Next Gen Accuplacer Score: Reading, Writing, Arithmetic, QAS		Reading 256-267 268-300	Writing 255-262 263-300	Arithmetic 250-262 263-300	QAS 237-249 250-300	Points for Each 1 point 2 points	Total Points (6 max)
Submitted Yes No	Required	DMS Essay (page 20) 0-24 25-30 31-36 37-42				Office Use Only 0 points 2 points 3 points 4 points	
Submitted Yes No	Required	OSBI Background Check (page 24-25) (all three categories) (Completed during current application period)					
Date	Required	Technical Standards Form (page 19)					
Date	Required must have 2 vaccines Or 1 positive titer For each	Rubella vaccination #1 (or titer)					
Date		Rubella vaccination #2					
Date		Rubeola vaccination #1 (or titer)					
Date		Rubeola vaccination #2					
Date		Mumps vaccination #1 (or titer)					
Date		Mumps vaccination #2					
Date	OR BOTH OF THESE	MMR #1					
Date		MMR #2					
Date	Required	Tdap vaccine (booster) ***Must include pertussis					

Date	Required 2 vaccines OR 1 positive titer	Varicella #1 (or titer)	
Date		Varicella #2	
Date	Required	TB Skin Test (June 7 – October 22) ***Or positive reaction report & negative chest x-ray (include copy of x-ray report)	
Date	Required 1 HEP B	HEP B #1	
Date		HEP B #2	
Date		HEP B #3	
Date Signed	Required	Waiver of Liability (page 26)	
Date Signed	Required	Flu Vaccine Agreement (page 26)	
Additional possible points			
Date Completed:	Total Hours:	Sonographer Job Shadow Form (available on program webpage)	2 points
	Type	Associates Degree or Higher (Indicate on transcript if applicable)	2 points
	Type	Hold Current Health Certification (Direct Patient Care Related) (Must submit a copy of current certification)	2 points
Selection for interview is NOT guaranteed by submission of application. It is based off point curve from all eligible applicants.		Interview 45-48 49-52 53-56 57-60	Office Use Only 1 point 2 points 3 points 4 points
Max points (not including interview) is 19 (with interview is 23)		Total Points	

Be sure to keep a complete copy of all the records and documents you submit.

To be considered for enrollment in the upcoming Diagnostic Medical Sonography class, you must submit **ALL** required documentation by **noon (12:00p.m.) on October 22, 2021**. No documentation will be accepted after this date. **It is the applicant's responsibility to ensure that all transcripts and other required application materials have been submitted to the Health Office by the application deadline.** Qualified applicants will be interviewed.

Documents can be submitted the following ways:

- Mail to : Moore Norman Technology Center,
Attn: Health Administration Assistant
PO Box 4701
Norman, OK 73070-4701
- Fax documents to: (405) 561-4186
- Emailed scanned documents to: christine.clark@mntc.edu

If accepted, you will be notified of the date for the orientation and the deadline for payment of tuition and fees. You will be required to receive another TB skin test between November 1, 2021 – January 10, 2022. You must bring documentation of the 2nd TB skin test to the health administration office by January 10, 2022. You will be required to bring documentation of a flu shot administered between September 2021 through January 2022 to the Health Administration Office by January 10, 2022. The flu vaccine agreement must be signed and turned in with your application by October 22, 2021. If you do not complete and bring documentation of the 2nd TB skin test you will be dropped from the roster, and the next person on the waiting list will be contacted and enrolled.

Technical Standards for Sonographers

Students enrolled in the Diagnostic Medical Sonography Program must be able to meet the industry-required technical standards for sonographers, as identified by the Society of Diagnostic Medical Sonographers. The technical standards include:

- Lift more than 50 pounds routinely
- Push and pull routinely
- Bend and stoop routinely
- Have full use of both hands, wrists, and shoulders
- Distinguish audible sounds
- Adequately view sonograms, including color distinctions
- Work standing on their feet 80% of the time
- Interact compassionately and effectively with the sick or injured
- Assist patients on and off examining tables
- Communicate effectively with patients and other health care professionals
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence

I can perform these skills necessary to meet the Diagnostic Medical Sonography program requirements.

_____ without accommodation

_____ with reasonable accommodation

(please explain) _____

_____ cannot perform

Signature _____

Date _____

Diagnostic Medical Sonographer Essay

Please answer the following three questions thoroughly: A). Explain why you want to be a Diagnostic Medical Sonographer. B). Why have you chosen to apply to Moore Norman Technology Center? C.) Please explain your study habits and how they will help you be successful in a self-regulated learning environment. The essay should be no more than 2 pages of content maximum (excluding: title page, and reference page if applicable).

Your grade is based on a 0 to 3 scale on the following areas:

1. ____ **Content.** You answer each question thoroughly. You answer each sub-question thoroughly. You provide concrete answers to the questions. You provide examples for your points.
2. ____ **Reflection.** You demonstrate that you have deeply reflected on your responses of why you want to be a Sonographer, why you chose to apply at MNTC, and your personal study habits, and how they will help you in a self-regulated learning environment.
3. ____ **Structure.** Your essay is well-developed and includes an *Opening Paragraph/Thesis Statement, Supporting Details*, and a *Strong Conclusion*. You have a title page, and if applicable, a reference page.
4. ____ **APA Style.** You use APA Style. All sources are cited correctly. If applicable, you have a reference page formatted correctly.
5. ____ **Text, Mechanics, and Format.** You use correct grammar, spelling, and punctuation. You use correct sentence structure. Pages, text, and margins are formatted correctly.
6. ____ **Presentation.** The paper is professional, yet a personal voice is shown. You are cognizant of your audience and have adapted the paper accordingly.
7. ____ **Word Choice.** You use creative vocabulary that explains your point to your audience in a way that they understand. You start your sentences with variety. You use synonyms. You use transition words.

Grading Scale

3—Exceeds Criteria

2—Criteria Adequately Met

1—Criteria Minimally Met

0—Criteria Not Met

Diagnostic Medical Sonography Program Immunization/Screening Requirements

The following documented immunizations, titers, and records must be submitted prior to acceptance in the **Sonography program**. You **must** submit documentation to the MNTC Health Education Office.

Measles, Mumps, Rubella (MMR)

Submit documentation of receiving 2 MMR vaccinations, **or positive titers** (blood tests that show immunity to Rubeola, Mumps, and Rubella). If any titer comes back as negative, the vaccine must be administered.

Hepatitis B Vaccination

The hepatitis B vaccination is a series of 3 injections given over a 6-month period. **If you wish, you may provide a signed declination from a physician or clergy and not take the series.** The area of work you are pursuing puts you at risk for coming into contact with infected blood and body fluids, so think seriously about refusing this protective vaccination. **You must have had the first shot of the series or have a signed declination statement to be accepted into the program.**

Declination Statement

"A written statement from a licensed physician indicating that a vaccine is medically contraindicated shall exempt a student from the hepatitis B and/or measles, mumps, and rubella vaccinations. Students may also obtain exemptions to the hepatitis B and/or measles, mumps, and rubella vaccinations by submitting a written signed statement declaring that the administration of vaccine conflicts with the student's moral or religious tenets or, if the student is a minor, the student's parent or guardian provides a written statement that the administration of the vaccine conflicts with the parent's or guardian's moral or religious tenets."

(https://www.ok.gov/health2documents/IMM_School_CollegeUniversityVaccinationRequirementsOklahoma.pdf)

Tuberculosis Skin Test

Submit documentation of having had a **recent (June 7– October 22, 2021) NEGATIVE TB (PPD)** skin test. For positive reactors, you must show proof of the positive reaction and then have a negative chest X-Ray. If accepted into the DMS Program, you must submit another negative TB skin test dated **November 1, 2021– January 10, 2022**. *Be sure to get your TB skin test prior to taking any other immunizations or you will be required by your physician to wait one more month after receiving a vaccine such as an MMR.*

Varicella Immunization

Submit documentation of receiving 2 vaccinations, or have a **positive titer** (blood test showing immunity to Varicella). Submitting a physician's statement that you had chicken pox will **NOT** be accepted.

TDAP (Tetanus) Vaccine

Must have documentation of receiving a booster immunization within the past **9 years**. **Must include pertussis (whooping cough).**

FLU Agreement

The Flu Vaccine Agreement **must** be signed. If accepted, you must take the seasonal flu vaccine (at their own cost) or obtain documentation from their physician if they are prevented from taking it.

Background checks

The OSBI background check must be completed and submitted to the administration office prior to October 22, 2021.

The National Background Check will be required if accepted into the program. The search consists of Criminal Research; Sex License; Compliance – Federal Exclusion; Compliance – state Registries & Sanctions; SSN Verifications; Education data; and Employment data.

Drug Testing

If accepted into the sonography program, drug testing will be required by the clinical sites and provided by MNTC. Any drug test that comes back positive will result in immediate removal from the program.

Medical Marijuana

Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or be dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program, if the safety of others is at risk.

Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

Immunization Sites

Location	Services Offered/Costs																		
Norman Regional Hospital 901 N. Porter, Norman, OK Health Promotion Department Gloria Moran, Nurse 307-3172 Customers must be 18 years or age or older. Cash only – no credit cards or checks. Insurance not filed. By appointment only. Directions to the office will be given at the time appointment is made.	<table> <tr><td>TB Testing</td><td>\$15</td></tr> <tr><td>Hep B vaccines</td><td>\$40 each</td></tr> <tr><td>Varicella Titer</td><td>\$35</td></tr> <tr><td>Hep B Titer</td><td>\$31</td></tr> <tr><td>Rubella Titer</td><td>\$25</td></tr> <tr><td>Rubeola Titer</td><td>\$45</td></tr> <tr><td>Mumps Titer</td><td>\$38</td></tr> <tr><td>Tdap</td><td>\$60</td></tr> <tr><td>Flu Vaccinations</td><td>Seasonal Pricing</td></tr> </table>	TB Testing	\$15	Hep B vaccines	\$40 each	Varicella Titer	\$35	Hep B Titer	\$31	Rubella Titer	\$25	Rubeola Titer	\$45	Mumps Titer	\$38	Tdap	\$60	Flu Vaccinations	Seasonal Pricing
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Mumps Titer	\$38																		
Tdap	\$60																		
Flu Vaccinations	Seasonal Pricing																		
Cleveland Co. Health Department 250 12 th Ave. NE Norman, OK 321-4048 Walk-In Clinics Mon-Thurs 8:00am-4:00pm, Fri 8:00am-12:00pm	424 S. Eastern Ave. Moore, OK 794-1591 Call for availability of the following: MMR vaccines (series of 2), Varicella vaccines (series of 2), Hep B vaccines (series of 3), Tdap, and Flu Based on Federal Grants, age restrictions, insurance, sliding scale fees, etc., charges may be applied.																		
Norman Regional Occupational Medicine 724 24 th Avenue NW Suite 200 Norman, OK 360-6868 Appt. Preferred: M-F 8:00 am – 5:00 pm ***Advise MNTC student to get this pricing.	<table> <tr><td>TB Skin Test</td><td>\$20 not on Thursday</td></tr> <tr><td>Hep B vaccines</td><td>\$50 each</td></tr> <tr><td>MMR Titer</td><td>\$114</td></tr> <tr><td>Varicella Titer</td><td>\$38</td></tr> <tr><td>Hep B Titers</td><td>\$32</td></tr> <tr><td>MMR vaccines (series of 2)</td><td>\$85 each</td></tr> <tr><td>TDap vaccine</td><td>\$85—require 3 day notice</td></tr> </table>	TB Skin Test	\$20 not on Thursday	Hep B vaccines	\$50 each	MMR Titer	\$114	Varicella Titer	\$38	Hep B Titers	\$32	MMR vaccines (series of 2)	\$85 each	TDap vaccine	\$85—require 3 day notice				
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St. Anthony Hospital Physicians Outpatient Lab 1000 N. Lee, 3 rd floor of Hospital Oklahoma City, OK 272-6370 (main lab) or 844-989-6292 Open 24 hrs/day 7 days a week	<table> <tr><td>MMR Titers</td><td>\$110</td></tr> <tr><td>Hep B Titers</td><td>\$10</td></tr> <tr><td>Varicella Titers</td><td>\$30</td></tr> <tr><td>MMR, Varicella, Hepatitis</td><td>\$160</td></tr> </table> *Please add one \$10 charge per patient for the draw fee.	MMR Titers	\$110	Hep B Titers	\$10	Varicella Titers	\$30	MMR, Varicella, Hepatitis	\$160										
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MMR, Varicella, Hepatitis	\$160																		
Integris Southwest and Integris Baptist Medical Center 4200 S. Douglas Suite 214 Oklahoma City, OK 636-7336 Mon, Tues, Wed, Fri 7:00 am – 4:00 pm No cash accepted – check, money order or credit card/debit card	3435 NW 56 th Suite 909 Building A Oklahoma City, OK 951-2903 <table> <tr><td>TB Skin Test</td><td>\$15 not on Thursday</td></tr> <tr><td>Hep B vaccines/Titer</td><td>\$40 each</td></tr> <tr><td>Hep B Titer</td><td>\$40</td></tr> <tr><td>Rubella Titer</td><td>\$30</td></tr> <tr><td>Rubeola Titer</td><td>\$30</td></tr> <tr><td>Mumps Titer</td><td>\$30</td></tr> <tr><td>Varicella Titer</td><td>\$30</td></tr> </table>	TB Skin Test	\$15 not on Thursday	Hep B vaccines/Titer	\$40 each	Hep B Titer	\$40	Rubella Titer	\$30	Rubeola Titer	\$30	Mumps Titer	\$30	Varicella Titer	\$30				
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Affordable Quality Care 1139 36 th Avenue NW #200 Norman, OK 73072 (405)217-9997 M-Thurs 8am-6pm Friday 8am-4:30pm	<table> <tr><td>TB Skin Test</td><td>\$20</td></tr> </table> ***Will do TB Skin Test for students under age of 18. Will do other vaccinations/titers ONLY with dr. referral. Can set up low cost care with facility. \$70 first visit, \$60 thereafter.	TB Skin Test	\$20																
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Variety Care (405) 632-6688 Norman Family Practice and Norman Women & Children's 317 E. Himes St, 73069 Monday-Friday 8:30am-5pm	1237 Alameda St. 73071 Monday-Friday 8am-5pm 18 and under free with SoonerCare. Over 18 years old, Income based.																		

OSBI Background Check Information

As a part of the Moore Norman Technology Center's Diagnostic Medical Sonography Program, you will be required to practice your skills in facilities requiring background checks. Before you can be assigned to a hospital, clinic, or other facility for your clinical or externship experience, you must have a background check that includes a sex offender check. If your criminal history is positive, the facility will then review your personal criminal history background. Each facility has the right to accept or reject any student based on information shown in the criminal history background check. Moore Norman Technology Center cannot overrule the decision of the clinical or externship sites. Criminal offender, sex offender and violent offender reports must be obtained **during the current application period (No earlier than June 7, 2021)**. All three boxes must be checked on your OSBI application.

An applicant, whose background check does not come back clear, will be considered on a case by case basis, for admission to the Diagnostic Medical Sonography Program.

If you have lived in Oklahoma less than one year, you must submit the information from the state where you previously resided as well as the OSBI report. These reports must also include information regarding sex offender history.

It is your responsibility to obtain your record from the Oklahoma State Bureau of Investigation (OSBI) and provide it with your documentation. The OSBI has an online search system called Criminal History Information Request Portal (CHIRP) at <https://chirp.osbi.ok.gov/>. This system uses credit card or electronic transfer of funds to access all three required reports costing \$20, which you can print instantly.

If you need to go in person, the OSBI office is located at 6600 North Harvey off NE 63rd, Oklahoma City, OK, one block west of Broadway Extension, Building 6 in the Broadway Executive Park. The telephone number is 405.879.2689, extension 0. The cost is \$19.00; OSBI accepts cash or credit card. They will not accept checks. You will be required to bring your social security number, date of birth, full name and payment with you to be able to complete the process. A sample form is located on the next page. If you are a MNTC Hire student, the DHS background check with this program will meet the requirements for this program. See HIRE Coordinator with any questions. If you have any questions regarding the program application process, contact a career advisor at 405.801.5000.

If you have ever been convicted of a felony, then you may not be able to attend clinical education. In addition, you may not be allowed to sit for the ARDMS national certification registry exams. This means that you can never become registered and thus will not be able to practice sonography. **If you receive a positive result you should complete the pre-application review process through the ARDMS. You can contact the ARDMS at <http://www.ardms.org>**

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request

6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
<https://osbi.ok.gov/>

Type Of Search Requested:

- ☐ **Name Based - \$15.00**
☐ **Sex Offender - \$2.00**
☐ **Mary Rippy Violent Offender - \$2.00**
☐ State Fingerprint-based - \$19.00
* Must provide fingerprint card.
* Includes name based search.

DATE _____

Request Submitted via:

☐ Fax ☐ Mail ☐ In Person

**REQUESTS WILL BE RETURNED
IN THE MANNER RECEIVED.**

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a
dedicated Fax Phone Line for return of completed search:

ACCEPTABLE FORMS OF PAYMENT: ☐ CASH ☐ CASHIER'S CHECK / MONEY ORDER

☐ BUSINESS CHECK *No Personal Checks Accepted.* ☐ CREDIT CARD *For Visa, MasterCard and Discover, security code is 3 digits on back of card.
For Amex, security code is 4 digits on front. These are the only cards accepted.*

CREDIT CARD # _____ EXPIRATION DATE _____ SECURITY CODE _____

CARD HOLDER _____

Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: (Type or print clearly in blue or black ink) *Results will only be returned to the original requestor*

REQUESTOR'S
NAME _____

SIGNATURE OF REQUESTING PARTY _____

STREET ADDRESS _____

PHONE NUMBER _____ CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: (Type or print clearly in blue or black ink)

Forms with corrections made with white out or by striking through the fields in this section will not be processed.

NAME _____
LAST FIRST MIDDLE

ALIAS/MAIDEN NAME(S) _____
MAXIMUM OF THREE ALIAS NAMES PER REQUEST

DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject.*

RACE _____ SEX _____ SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (Please do not write in the spaces below):

Oklahoma State Bureau of Investigation
Computerized Criminal History

**Must have this
section completed to
meet requirement of
application**

Oklahoma Department of Corrections
Sex Offender

**Must have this
section completed to
meet requirement of
application**

Oklahoma Department of Corrections
Violent Offender

**Must have this
section completed to
meet requirement of
application**

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.

For questions on the Sex Offender / Violent Offender Registry, please contact the Oklahoma Department of Corrections.

OSBI CHRU 02/2019

**WAIVER/RELEASE FROM ANY & ALL LIABILITY BY STUDENTS AT
MOORE NORMAN TECHNOLOGY CENTER IN HEALTH RELATED TRAINING**

MUST COMPLETE THE BELOW SECTION

Whether or not the student takes the required vaccinations, the undersigned student expressly waives any claim(s) and/or releases Moore Norman Technology Center and its employees and agents from any and all liability for exposure and/or infection of any sort, relating to and arising from participation in Moore Norman Technology Center Health Occupations Programs.

Signature

Date

Witness Signature

Date

FLU VACCINE AGREEMENT

MUST COMPLETE THE BELOW SECTION

I agree to either take the seasonal flu vaccination (at my own cost) or obtain required documentation from my physician if I am prevented from taking it due to a medical decision/condition.

Printed Name

Signature

Date

Witness Signature

Date

