

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM
Pennsylvania Institute of Technology

STUDENT APPLICATION PACKET



03.06.26

Diagnostic Medical Sonography (DMS) Program Admission Packet

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Dear Applicant

Thank you for your interest in the Diagnostic Medical Sonography Program (DMS). The DMS portion of the program is 15 months full time including didactic classes, laboratory and clinical experiences, post completion of all prerequisite courses and American Data Bank compliance. Coursework may be a combination of online and in person learning scheduled Monday-Friday between 8:00 a.m. and 4:30 p.m. Clinical rotations may occur during day, evenings, and weekends.

This information packet includes the admission requirements, the curriculum, and information to help you navigate the application process.

Pennsylvania Institute of Technology is an open admissions college; however, acceptance into the Diagnostic Medical Sonography Program is limited and highly competitive. Acceptance into the program is selective. Criteria considered for admission is based on but not limited to GPA, prior work experience, advanced degrees, personal interviews, retained knowledge of prerequisite courses and compliance with American Data Bank.

Applicants to the DMS program should review these web sites for specific information:

- Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS)
- Commission on Accreditation of Allied Health Educational Programs (CAAHEP)
- American Registry of Diagnostic Medical Sonographers (ARDMS)

Students planning to apply for admission to the Diagnostic Medical Sonography Program will receive process information and deadline dates when enrolled in PHS 130.

Mandatory virtual orientation in August and in person in September will be required for all **contingently accepted** students.

If you do not meet the requirements, Pennsylvania Institute of Technology has other programs for students interested in a health care career. I encourage you to call (610) 892-1500 or (800) 422-0025 and ask to speak with an Enrollment/Admissions Specialist about these programs.

Every effort is made to ensure the accuracy of the information in this packet but be aware that stipulations set forth are subject to change.

For questions or more information, please email denise.boyle@pit.edu

Sincerely,

Denise Boyle, MS RDMS RT (R)

Denise Boyle, MS RDMS RT (R)
Program Director
Diagnostic Medical Sonography



PENNSYLVANIA INSTITUTE OF TECHNOLOGY GIVES EQUAL CONSIDERATION OF ALL APPLICANTS FOR ADMISSION, EMPLOYMENT AND PARTICIPATION IN ITS PROGRAMS AND ACTIVITIES WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, AGE, MARITAL STATUS, DISABILITY OR VETERAN STATUS.

PENNSYLVANIA INSTITUTE OF TECHNOLOGY DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

The Diagnostic Medical Sonography Program at Pennsylvania Institute of Technology is committed to serving the local community by providing the training and education needed to fulfill the duties of a sonographer.

The program goal is to prepare competent entry-level general sonographers in cognitive (knowledge), psychomotor (skills), and affective (behavior) in the Abdomen-Extended and OB/GYN domains.

MISSION STATEMENT/GOAL

Sonographers are highly skilled professionals qualified to provide patient services using diagnostic ultrasound.

Sonographers assist physicians by acquiring sonographic data necessary to reach diagnostic decisions.

The profession requires independent judgment and the ability to critically think through complex disease processes and pathology.

A balanced curriculum of didactic and clinical courses will offer the student an opportunity for cultural development as well as occupational competence. Clinical instruction is provided at area hospitals and outpatient centers. Once accepted into the program the student will be assigned to a clinical education site by the Director/Clinical Coordinator. There is no monetary compensation given by the clinical site or Pennsylvania Institute of Technology.

As a DMS student tasks include, but are not limited to the following:

- Performing competent sonograms
- Independent judgment
- Directing patient interaction
- Provide quality patient care
- Basic clerical skills
- Work standing on your feet 80% of the time
- Physician interaction
- Have **full** use of both hands, wrists, and shoulders
- Visual acuity
- Traveling to clinical sites up to 1 hour each way
- Vision in low light settings
- Distinguish audible sounds
- A personal commitment
- Lift more than 50 pounds routinely
- Professionalism
- Read, write and speak in English
- Emotional maturity

PENNSYLVANIA INSTITUTE OF TECHNOLOGY DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

ADMISSION CRITERIA

Although Pennsylvania Institute of Technology has an open-door policy, specific programs have selective admission. The DMS program has a selective admission because more students apply to the program than the program can accommodate. To be eligible for consideration for selection, applicants for the DMS program must meet the following criteria. Meeting criteria for selection does not guarantee admission to the program. Final selection will be based on the applicant pool and space available. These criteria supersede any other information.

- **TRANSCRIPTS**

- Out of country students need a foreign evaluation done before they get a CPE. (Certificate of Preliminary Education)
- College transfer students must submit official transcripts from all colleges in which the applicant has enrolled. Official transcripts must be sent directly to the Pennsylvania Institute of Technology Admissions office from issuing schools/agencies.

- **PREREQUISITES**

- PHS 130 **must** be taken at P.I.T., transfers are not accepted.
- All prerequisites must be completed by the end of the spring term prior to the fall start.
- All courses require a final course grade of a B (83) or higher. PHS 130 final exam requires a B (83) or better as well to apply to DMS.

- **INTERVIEW**

- Eligible applicants will be interviewed throughout the year. Submitting an application does not guarantee an interview. The interview will be conducted by an **Interview Committee** for the applicant only. Placement exams evaluating retained knowledge from prerequisite courses will be conducted by the Admissions committee.

- **CRIMINAL BACKGROUND CHECK, DRUG SCREENING & MEDICAL REQUIREMENTS**

- Once enrolled in PHS 130 students will receive information from a compliance coordinator. Each student will be required to register with American Data Bank, take (and pass) all drug screening and criminal background checks in addition to uploading immunization, and personal health insurance.
- Criminal background checks cleared by ADB may still prevent candidates from applying. See the ARDMS pre-determination application on page 18 for clarification.
- Some clearances may expire; this could result in additional testing and out-of-pocket costs.
 1. *PA State Criminal Background Check*
 2. *Federal Bureau of Investigation (FBI) Background Check*
 3. *Child Abuse Clearance \$13.00 out of pocket cost*
 4. *Drug Screening*
 5. *Immunizations*
 6. *In person CPR*
 7. *Personal Health History form and Physical Examination*

Students re-applying or re-entering are subject to the current program policies.

PENNSYLVANIA INSTITUTE OF TECHNOLOGY DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

CONTINGENT ACCEPTANCE EXPECTATIONS

Applicants selected for contingent placement into the Diagnostic Medical Sonography Program can expect the following to occur:

- ❖ Selected applicants will receive a contingent letter of acceptance via PIT email in the summer term.
- ❖ The applicant must email a letter confirming acceptance to the Program Director within one week of receiving the letter.
- ❖ The applicants will be required to attend a mandatory Zoom orientation in August (approx. 1 hour) and a full day on campus orientation in September.
- ❖ Applicants must meet with financial aid and the business office. All outstanding balances must be cleared.

DMS Clinical Affiliate Site Clearances:

Prior to the start of the first term of the DMS program, students must provide satisfactory evidence to the Clinical Coordinator of clinical affiliate clearances. Further instructions will be given at orientation.

Every effort is made to assure accuracy of the information in this packet but be aware that stipulations set forth are subject to change.

DIAGNOSTIC MEDICAL SONOGRAPHY CLINICAL ROTATION AGREEMENT

Clinical Rotation Agreement Release of Liability

Clinical Education is a planned learning experience for the student. **Clinical Education** rotation schedules are assigned by the Diagnostic Medical Sonography (DMS) faculty. It is the student's responsibility to arrange, and attend assigned clinical sites. Clinical sites may be up to 60 miles or one hour from campus.

The student is expected to be punctual and in full uniform at all scheduled times regardless of location or personal problems (ex. gas prices, work or family issues, car problems, etc.). There are few acceptable excuses for tardiness at any of the assigned clinical sites. Failure to be on time and/or attend clinical will result in suspension and or dismissal from the DMS program. There is no monetary compensation given by the clinical site or Pennsylvania Institute of Technology.

- I understand and agree to abide by the above during my enrollment in the Diagnostic Medical Sonography program.

Any medication, prescription or otherwise, that may affect a student's ability to safely function in a patient care setting must be disclosed. Including medical marijuana.

Signature: _____

Print Name: _____

Date: ____/____/____

PENNSYLVANIA INSTITUTE OF TECHNOLOGY DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

ESSENTIAL PHYSICAL COMPETENCIES AND TECHNICAL PERFORMANCE STANDARDS

The DMS program at Pennsylvania Institute of Technology has adopted the following as Essential Physical Competencies and Technical Performance Standards for Sonography students:

1. Extended walking and standing daily, ability to grasp, push and/or pull, ability to bend, stoop, moving quickly in response to an emergency, using upper body movements, ability to reach, reaching and/or lifting, carrying, and moving equipment.
 - Students must be physically capable of successfully performing activities in both the practice laboratory and clinical practice area. Sufficient physical health and stamina is essential to carry out all required procedures. It is also necessary for each student to determine their physical capabilities and report to the Sonography department for any physical limitation that would restrict or interfere with satisfactory clinical performances.
 - Each student must demonstrate fine motor abilities sufficient to provide safe and effective patient care.
 2. Other essential competencies identified for Sonography include vision that allows detecting physical changes, hearing that allows responding to physical and verbal clues, a sense of touch that allows for assessment and palpation.
 - It is necessary to observe, assess, and evaluate patients effectively, for each student to have sufficient use of the following senses: vision (low-lighted rooms), hearing (with a mask on), touch, and smell. Sensitivity must be demonstrated in the classroom, laboratory, and in the clinical area.
 3. **Communication, critical thinking, and interpersonal skills**, while not physical, these competencies are essential for the Sonography student.
 - Students must demonstrate the ability to communicate verbal as well as written messages clearly in English and in a timely manner.
 - Each student must demonstrate the ability to interact with individuals, families, groups, and communities from a variety of emotional, religious, sociocultural/ethnic, and intellectual backgrounds.
 - It is mandatory that each student demonstrate the sufficient ability to use judgment, critical thinking, and the emotional maturity to assimilate, integrate, apply, synthesize, and **evaluate information to solve problems**.
- I understand and agree to the above during my enrollment in the Diagnostic Medical Sonography program.

Signature: _____

Print Name: _____

Date: ____/____/____

PENNSYLVANIA INSTITUTE OF TECHNOLOGY DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Program Degree Plan/Course Sequence

Associate in science (A.S.) DEGREE PROGRAM

TERM 1 - HEALTH SCIENCE			Lecture	Lab	Clinical	Credits
BIO	118/119	Medical Terminology/Lab	3	1	0	4
ENG	108	Composition I	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
MTII	145	College Algebra and Trigonometry	3	0	0	3
TERM TOTAL			12	1	0	13
TERM 2 - HEALTH SCIENCE						
BIO	128/129	Anatomy & Physiology I	3	1	0	4
ENG	215	Analytical Writing	3	0	0	3
MOT	115	Healthcare in a Transcultural Environment	3	0	0	3
PSY	109	Human Growth & Development	3	0	0	3
TERM TOTAL			12	1	0	13
TERM 3 - HEALTH SCIENCE						
PHIS	130	Physics	3	0	0	3
BIO	228/229	Anatomy & Physiology II	3	1	0	4
COM	108	Social Interactions and Communication	3	0	0	3
TERM TOTAL			9	1	0	10
TERM 1 - DIAGNOSTIC MEDICAL SONOGRAPHY			Lecture	Lab	Clinical	Credits
DMS	101	Introduction to Sonography	2	.5	0	2.5
DMS	103	Basic Ultrasound Physics	3	0	0	3
DMS	104	Abdominopelvic Sonography I	3	1.5	0	4.5
DMS	110	Sonography Clinical I	0	0	60	1
TERM TOTAL			8	2	1	11
TERM 2 - DIAGNOSTIC MEDICAL SONOGRAPHY						
DMS	203	Advanced Physics	3	0	0	3
DMS	224	Introduction of Vascular Sonography	2	1	0	3
DMS	206	High Resolution Sonography	2	1	0	3
DMS	210	Sonography Clinical 2	0	0	75	1.25
TERM TOTAL			7	2	1.25	10.25
TERM 3 - DIAGNOSTIC MEDICAL SONOGRAPHY						
DMS	204	Sonography of Obstetrics/Gynecology	3	1	0	4
DMS	225	Abdominopelvic Pathophysiology	3	.5	0	3.5
DMS	251	Sonography Clinical 3	0	0	150	2.5
TERM TOTAL			6	1.5	2.5	10
TERM 4 - DIAGNOSTIC MEDICAL SONOGRAPHY						
DMS	285	Sonography Clinical 4	0	0	345	5.75
DMS	231	Sonography of High-Risk Obstetrics	3	.5	0	3.5
TERM TOTAL			3	.5	5.75	9.25
TERM 5 - DIAGNOSTIC MEDICAL SONOGRAPHY						
DMS	289	Sonography Clinical 5	0	0	360	6
DMS	290	Advanced Ultrasound and Review	3	0	0	3
TERM TOTAL			3	0	6	9
PROGRAM TOTAL			60	9	990(16.5 gr)	85.5

PENNSYLVANIA INSTITUTE OF TECHNOLOGY DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

ADMISSIONS REQUIREMENT DECLARATION

- I understand all submitted documents and completed forms become the property of the College and are non-returnable.
- I understand deceit in the application procedure is cause for dismissal from the program.
- I understand that I must provide an **official** high school transcript or GED transcript, or PA Department of Education (DOE) Foreign evaluation prior to Certificate of Preliminary Education (CPE).
- I understand a student will not be admitted into the program with a disqualifying criminal history or child abuse clearance.
- I understand that a student will not be admitted with a disqualifying result in the drug screening.
- I understand that **all** prerequisite courses require a grade of a B (83) or higher. **PHS 130 requires a B (83) on the final as well.*
- I understand that all students must submit a health examination form completed by a healthcare provider with immunization history including verification through blood work. I understand a student will not be admitted with a disqualifying result.
 - I understand in circumstances of student illness, injury or other health limitations, if the clinical agency does not accept me it may result in my not being accepted into the program.
 - I understand that I should give careful consideration to the financial, mental and physical demands of the program prior to beginning the program.**
- I understand I must provide documentation of current in person Adult, Child, and Infant CPR (Healthcare Provider) certification.
- I understand that I must maintain and provide proof of personal health insurance throughout the program.
- I understand that success in this program and in this profession will require **independent studying and self-motivation.**
- I understand failure to provide documents or failure to meet deadlines is grounds for rescinding admission or dismissal from the program.**

I, the undersigned:

- Have read and understand the Diagnostic Medical Sonography **Admission Requirements.**
- I understand that I am responsible for doing or obtaining and paying for the cost of requirements designated to the candidate.
- I understand that meeting the requirements is not a guarantee of admission into the program.

Signature of Candidate: _____

Date: ____/____/____

PENNSYLVANIA INSTITUTE OF TECHNOLOGY DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

ACCOMMODATIONS

Americans with Disabilities Act

On July 26, 1990, the President of the United States signed the Americans with Disabilities Act (ADA). The ADA is intended to remove barriers against more than 43 million people with disabilities in the United States. If a student has a documented learning disability, psychological disability, physical disability, or other hidden disability that requires an accommodation, it is the responsibility of that individual to make an appointment to meet with the Director of Student Services to provide documentation indicating the accommodation that supports the request being made. This meeting must occur PRIOR to the due date for any course examinations or assignments to discuss what accommodations might be necessary. It is the responsibility of the student to provide written documentation for the need.

A list of Essential Functions for DMS program students and graduates is available to all in this packet. Any student in this class who has special needs because of a disability is entitled to receive reasonable accommodation. Eligible students at P.I.T. are assured services under the Americans with Disabilities and Act Section 504 of the Rehabilitation Act of 1973. If you believe you are eligible for such services, please contact the Director of Student Services.

PENNSYLVANIA INSTITUTE OF TECHNOLOGY DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

MINIMUM ADMISSION REQUIREMENTS DECLARATION

Health Science Admission/Eligibility Requirements	Responsible Person	Responsible for Cost
Official high school transcript or GED with scores.	Candidate	Candidate
* A GED from a state or jurisdiction other than PA or a high school diploma from a jurisdiction other than the U.S. A Foreign evaluation prior to Certificate of Preliminary Education (CPE) from PA DOE is required.	Candidate	Candidate
Provide documentation of age 17 or over.	Candidate	Candidate
U.S. citizen, permanent resident, or eligible non-citizen – provide documentation.	Candidate	Candidate
Official college transcript if applicable.	Candidate	Candidate
DMS ADMISSION ELIGIBILITY REQUIREMENTS	Responsible Person	Responsible for Cost
Two professional reference letters and an essay explaining why you chose Sonography as a career.	Candidate	None
In person Adult/Child/Infant CPR.	Candidate	Candidate
Completion of a PA Criminal & PA Child Abuse background check. *Non-residents of Pennsylvania must <u>also</u> submit a Criminal Record check from the state in which he/she resides.	Candidate	PIT/Candidate
FBI Background Check is required.	Candidate	PIT/Candidate
Completion of satisfactory drug screening.	Candidate	Pit/Candidate
Signed forms in DMS packet. Applicant Information, Clinical Rotation Agreement, Physical Competencies and Technical Performance Standards.	Candidate	None
Admission Declaration Page, Medical Marijuana Regulation Form.	Candidate	None
Physical Exam by health care provider and Personal Health History.	Candidate	Candidate
Sonography Shadowing Documentation, if applicable.	Candidate	None
Vaccination/Booster(s) of measles, mumps, rubella, and varicella. Booster if the titer is non-reactive/non-immune with a repeat titer to verify immunity.	Candidate	Candidate
Tetanus-diphtheria booster vaccination with the last 10 years.	Candidate	Candidate
Tuberculosis screening (Must be completed in the same year as admission to the DMS Program).	Candidate	Candidate
Hepatitis B vaccination series of three (3) doses completed or in progress.	Candidate	Candidate
Seasonal influenza vaccine is required annually .	Candidate	Candidate
Health insurance required throughout the program.	Candidate	Candidate
Liability insurance and injury insurance.	P.I.T.	P.I.T.

PENNSYLVANIA INSTITUTE OF TECHNOLOGY DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Frequently Asked Questions

1. How long is the DMS Program?

The DMS program is 15 months post completion of prerequisite courses. The DMS program is five consecutive terms, beginning every October. Each term is 11 weeks. The first three terms are a combination of coursework, lab and clinical. The last two terms are primarily full-time clinical with one class.

2. Who are the Program Director, Faculty and Clinical Coordinator of the program?

Denise Boyle MS RDMS RT(R) denise.boyle@pit.edu Program Director

Laurie Rohrman M.Ed. RDMS RVT laurie.rohrman@pit.edu Faculty

Amy Graeber AAS RDMS RVT amy.graeber@pit.edu Faculty

3. What is the retention rate of the DMS class?

Cohort 2022 - 100%

Cohort 2023 - 86%

Cohort 2024 - 92%

Cohort 2025 - 100%

4. What is the pass rate for the ARDMS/ARRT exam?

The program effectiveness tab on the website will have the most current information.

5. What is the pass rate for the SPI (Sonography Principles and Instrumentation) exam?

Cohort 2022 - 100%

Cohort 2023 - 100%

Cohort 2024 - 100%

Cohort 2025 - 100%

6. Is the program accredited?

Yes. The program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP).

7. After completing the DMS program, how many students have a position within the first year after graduation?

Cohort 2022- 100%

Cohort 2023- 100%

Cohort 2024- 100%

Cohort 2025 -100%

8. What are the steps to apply to the DMS Program?

Once all prerequisite courses are completed with a B or better and American Data Bank compliances have been met, students will be eligible to apply on line. Application portal will open in the Winter (Jan-March) term.

9. What are the academic prerequisites to qualify for entry to the DMS program?

Students must successfully complete the following classes with an 83% (B) or higher to be considered for entry to the DMS program. Physics requires an 83 on the cumulative final as well.

- English Composition
- Analytical Writing
- Introduction to Psychology
- Human Growth & Development
- Physics (course and final exam)
- College Algebra & Trigonometry
- Healthcare in Transcultural Environment
- Medical Terminology & Clinical Applications of Medical Term
- Anatomy & Physiology I
- Anatomy & Physiology II
- Communications & Social Interactions

10. What is the deadline to apply to the PIT DMS Program?

The deadline to submit a completed application is the last day of the Spring term.

11. How many students are accepted into the program?

12 candidates will be admitted each October.

12. When do classes meet?

Most classes in the DMS program are Monday-Friday between the hours of 8:00 am to 4:30 pm.

Students should not make other commitments, including work during this timeframe. Some lectures may be taught online via zoom, labs are on campus in person.

13. How many instructors are there in the program?

There is one Program Director, one full-time Faculty, one Clinical Coordinator, as well as lab adjuncts.

14. When and how do I complete my background checks?

Once enrolled in PHS 130 you will receive instructions from a compliance coordinator on how and when to complete these background checks.

If you are reapplying, some American Data Bank compliance requirements must be repeated. Fees will apply.

Students interested in applying should contact a compliance coordinator for the details associated with renewing clearances.

15. What is considered a passing grade in a DMS course?

75% or higher is a passing grade in all of the **DMS** specific courses.

16. Who is responsible for setting up clinical experiences/rotations?

It is the program chair and clinical coordinator's responsibility to place all students at clinical sites each term.

Please note clinical rotations may be day, evening, or weekend.

17. Is transportation provided to and from the clinical sites?

No, students are responsible for their own transportation. Clinical sites can be up to 60 miles from campus.

18. Is tutoring available?

Yes, PIT is organized for student success. PIT provides peer, private, and group tutoring in our Student Resource Center for prerequisite courses. Additionally, DMS instructors are available for academic advising, tutoring, guidance, and student support.

19. What types of student services are available on campus?

Student Services provides academic support, student parent support, career and transfer counseling and referral to social and community services. Other student services available include the cafeteria, student lounge, and student lockers. PIT van service between PIT and SEPTA's 101 Trolley Station at Providence Road and State Road is available.

PIT also offers a full-service library providing both on-campus and virtual assistance. The librarian works directly with students to help them find research materials and verify online resources.

20. What resources are available to help fund my education?

Financial aid is available for those students who qualify through federal, state, institutional, and special programs. Student loans are available. Some employers offer tuition forgiveness programs in exchange for employment. There are also professional and community organizations that provide scholarships to students. For further information on federal, state, or college aid, go to www.fasfa.gov. P.I.T. Students who need assistance should contact their representatives from the Financial Aid Office to help students apply for financial aid. Students are encouraged to visit the college website for updated scholarship information.

21. Will my previous college course work/classes transfer to PIT?

Official transcripts must be submitted to Admissions. The Director of Academic Operations will review the transcripts for transfer eligibility. Courses must be from an accredited college and /or university.

22. When will I be able to take the ARDMS examinations?

PIT DMS students are eligible to take the SPI (Sonography Principles and Instrumentation) boards upon successful completion of DMS 103 and DMS 203. All students are required to register and attempt this exam during the break between terms 2 and 3.

Abdominal and OB/GYN boards through the ARDMS will be scheduled and attempted in term 5 when students enroll in DMS 290.

23. Are the classes in person or online?

Most didactic classes and labs will be held in person Mon-Fri between 8:00am-4:30 pm. Some classes may be online. Clinical rotations can be day, evening, or weekend.

24. What job placement services are offered?

Student Services will assist current students and recent alumni in their career search/transfer process. They can provide interview tips, resume building, job search tips, and share open positions with qualified students.

25. Will I be able to work while enrolled?

Working is not recommended during the program.

26. Am I required to wear a uniform, and who provides it?

Students are expected to wear their uniforms on campus, in lab and at clinical. Black scrub pants and tops are purchased by the student.

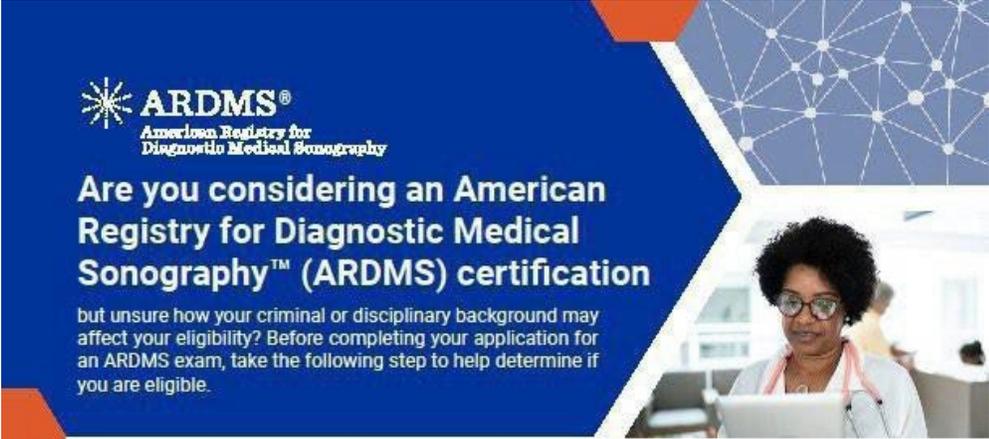
PIT patches will be provided and distributed at orientation. They should be sewn onto the upper left chest of the scrub top prior to the first day of class

27. Who will set up my shadowing or observation days?

This is an **independent** venture; it is **strongly** recommended but not required. Students are encouraged to seek real time observation in a diagnostic lab. Previous candidates have enlisted the help of friends or family members that currently work in healthcare. Others have applied as a volunteer in a hospital.

28. What should I do if I am unsure if my prior criminal record will affect my ability to take the boards?

Please contact the ARDMS and complete a Pre-Determination Application. **Please carefully read the document below for scenarios that will require a review.** Any felony or misdemeanor, active or expunged will require a review. Fees will apply. Failure to proactively address any issues will affect the candidate's application status.



ARDMS®
American Registry for
Diagnostic Medical Sonography

Are you considering an American Registry for Diagnostic Medical Sonography™ (ARDMS) certification

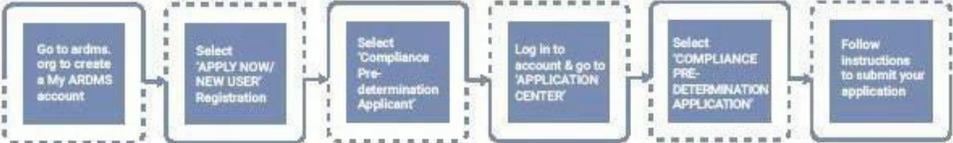
but unsure how your criminal or disciplinary background may affect your eligibility? Before completing your application for an ARDMS exam, take the following step to help determine if you are eligible.

ARDMS has implemented the Compliance Pre-determination Application (PDA) review process to assist those with a disciplinary background desiring a career in sonography and entrance into an ultrasound program. It is a review process that examines actual (not hypothetical) cases for individuals who have not already or begun the enrollment process. Upon completion of the review, ARDMS will provide you with a detailed determination of your eligibility status.

Scenarios suited for and require review include:

Individuals disciplined by a certifying body, licensing or other regulatory authority, accrediting body, or national professional association.	Those convicted of, pled guilty to, or a nolo contendere plea concerning a crime (felony or misdemeanor) other than a speeding or parking violation.	Parties whose criminal convictions have been expunged. A criminal record triggers the compliance review process, even if the criminal matter is expunged.	ARDMS will also consider matters involving deferred or withheld adjudication, suspended or withheld sentences, and military court marshals.
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How to Apply



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graph LR; A[Go to ardms.org to create a My ARDMS account] --> B[Select 'APPLY NOW/ NEW USER' Registration]; B --> C[Select 'Compliance Pre-determination Applicant']; C --> D[Log in to account & go to 'APPLICATION CENTER']; D --> E[Select 'COMPLIANCE PRE- DETERMINATION APPLICATION']; E --> F[Follow instructions to submit your application];
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Required Information and Documents

- Compliance Pre-determination Application Fee of \$125
- A personal written statement explaining the circumstances that led to the matter(s) under review
- Resume/CV
- Specific documentation or information regarding the matter

Visit ardms.org/compliance-predetermination-application/ for details on the documentation and information required for each specified case type. Find more guidance and instructions regarding the ARDMS Compliance PDA review process at the above URL. Contact us at Compliance@Inteleos.org.

Every effort is made to ensure accuracy of this information but be aware that stipulations set forth are subject to change.

29. What is expected of DMS students; are there any guidelines or criteria that I can use as a self-assessment prior to applying?

WHAT IS EXPECTED FROM AN ADULT LEARNER

- Respect
- Professionalism
- Ability to troubleshoot.
- Ability to critically think through problems.
- Integrity
- Courtesy
- Emotional Maturity
- Independent study habits. **Read often, prior to and after class.**
- **Attendance/Punctuality**
- Ability to meet deadlines (e.g. Assignments and American Data Bank Compliance).
- Ability to accept and implement constructive criticism.
- Dedication to Learning
 - Prioritization of tasks
 - Time management skills
 - Adequate study/preparation outside of “classroom hours”

*Most sources recommend a typical undergraduate college student should study at least 2 hours outside of class each week per unit credit. For a 4-credit hour course, this common guideline suggests that a typical student should spend at least 8 hours outside of class studying for that course each week.

- Accountability for one’s own actions without placing blame on others.
- Accountability for situations caused by lack of preparedness on your part.
- Interest in the course content and mastery of the material.
- Flexibility to adapt to change and the ability to multitask.
- Preparedness
- Ability to compose a proper letter or email.
- Pro Tip - **REPETITION REINFORCES RETENTION** *This is a must for a career in sonography*
- ***ABILITY TO FOLLOW DIRECTIONS!**

Evaluate your personal situation and ask yourself the above questions before applying!

30. Where are the current clinical affiliation sites and their distance from campus?

- Jefferson Abington Hospital (32 miles)
- Jefferson Lansdale Hospital (35 miles)
- Prime Healthcare Roxborough Hospital (22 miles)
- VAMC Veteran Affairs Medical Center of Philadelphia (17 miles)
- Regional Womens Health Group Voorhees (30 miles)
- Jefferson Einstein Health System Philadelphia (23 miles)
- Jefferson Einstein Health System Montgomery (28 miles)
- Jefferson Einstein Collegeville Outpatient Center (30 miles)
- Jefferson Einstein King of Prussia Outpatient Center (20 miles)
- Regional Womens Health Group West Chester (14 miles)
- Regional Womens Health Group Oaks (23 miles)

Main Line Health Lankenau (13 miles)
Main Line Health Bryn Mawr (14 miles)
Main Line Health Paoli (13 miles)
Main Line Health Riddle (3 miles)
Jefferson Northeast Torresdale (33 miles)
Jefferson Northeast Frankford (27 miles)
Jefferson Northeast Bucks (46 miles)
Axia Turnersville NJ (32 miles)
Children's Hospital of Philadelphia CHOP (18 miles)
Penn Medicine (15 miles)
Independent Physicians Medical Center (39 miles)
Virtua Health System (33 miles)
Pottstown Hospital (38 miles)
Phoenixville Hospital (15 miles)
Temple Hospital (27 miles)
Jeanes Hospital (31 miles)

31. Am I able to attend clinical rotations while using medical marijuana?

No, the use of medical marijuana is not permitted during clinical rotations

32. If I did not get accepted on my first attempt or if I was dismissed from the program, am I required to retake any courses and/or clearances?

Yes, students must retake any class in which they withdrew from or failed. All American Data Bank compliance requirements must be met. *This is an out-of-pocket expense for the student.*

Students are subject to the current policies in place at the time of reapplication.

Sonography courses are sequential, content builds from class to class. Students must be competent at the appropriate program level before returning to the classroom, lab or clinical setting. Remediation, scanning skill assessment, comprehensive exams and/or course audits may be required based on the assessment.

33. How can I prepare for the interview?

The interview committee will evaluate the candidate's overall GPA, professionalism, class preparedness, ability to meet deadlines, ADB compliance, experience in healthcare related fields, retention of knowledge from prerequisites classes, decision making/trouble shooting, and critical thinking.

34. Are there organizations or websites I can research for more information?

Yes, students are encouraged to seek additional information from:

***American Registry of Diagnostic Medical Sonographers (ARDMS) www.ardms.org**
1401 Rockville Pike, Suite 600 Rockville, MD 20852 (301) 738.8401

***Joint Review Committee Diagnostic Medical Sonography(JRDMS)*www.jrcdms.org**
6021 University Blvd., Suite 500 Ellicott City, MD 21043 (443) 973.3251

***The Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org**
9355th Street N. #7709 Seminole FL 33775 (727) 210.2350

35. How can I get information about tuition, scholarships, and financial aid?

The business office and financial aid office are available to answer specific questions regarding tuition, financial aid and withdraw policies.

Academic advisors, student services and visiting the PIT website frequently for updated scholarship information is recommended.

36. Will I need a COVID-19 vaccine?

The vaccine and/or booster is not required to apply, however, partner organizations that host students for clinical or externship experiences such as Diagnostic Medical Sonography establish their own health and safety requirements, including COVID-19 vaccination and exemption eligibility. Pennsylvania Institute of Technology (P.I.T.) must adhere to each partner's requirements.

Students who do not meet a partner organizations COVID-19 vaccination policy may be unable to participate in the required clinical experiences, which could prevent or delay completion of program and graduation requirements.



Clinical Health Programs Medical Marijuana Procedure

The Pennsylvania Department of Health has implemented the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2018. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under federal law, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under federal law.

Students entering any Clinical Health Programs are required to have laboratory screenings for drugs and alcohol upon admission to the clinical phase of the program and on a yearly basis while participating in the clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program.

Students using medical marijuana will not be eligible for clinical placement in any P.I.T. clinical program, due to the current discrepancy between state and federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally may find issue with eligibility for federal contracts and grants.

Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions. This discrepancy between federal and state law allows our clinical partners to deny student placement for clinical experiences and the State of Pennsylvania to deny licensure.

In order to be transparent with this entire process, we recognize our responsibility to fully inform students of P.I.T.'s procedure regarding the use of medical marijuana. Due to current laws we cannot provide admission to the clinical phase in any of our Clinical Health Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed.

Student Print

Student Signature

Today's Date

MEDICAL MARIJUANA POLICY ACKNOWLEDGEMENT FORM

_____ (Please Initial) I understand that due to current laws we cannot provide admission to the clinical phase in any of our Health Career Programs. Students who have been admitted and are later to be found positive for medical marijuana will be removed.

_____ (Please Initial) I understand that intentional deceit, falsification, or failure to disclose any information on this document will disqualify me from admission and/or continuation in any health career program at PIT.

Print Name: _____

Signature: _____

Date: ____/____/____



T: 610.892.1500
800 MANCHESTER AVENUE
MEDIA, PA 19063-4089
WWW.PIT.EDU

SHADOWING DOCUMENTATION

STUDENT NAME: _____ DATE: ____/____/____

FACILITY: _____ TIME IN/OUT _____

STUDIES OBSERVED:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SONOGRAPHER NAME & EMAIL: _____

COMMENTS: