Experience Guidelines

The following is to provide guidance for gaining experience points. Examples given are not exclusive.

The ‘Experience Form’ must be included with the application.

Work and/or Volunteer.

Categories include healthcare, charitable, or military experience.

Healthcare and/or charitable work must be done within the past 4-years.

Definitions:

- Healthcare – Working or volunteering in a healthcare field where you perform patient care. Examples include but are not limited to:
  - CNA
  - Imaging Tech Aid
  - Medical Receptionist
  - Patient Transporter
  - Medical Assistant
  - Etc.

- Charitable – Service with an organization where you volunteer your time to help individuals or the community. Examples include but are not limited to:
  - Food pantries
  - Community clean up
  - Patient or children assistance
  - Religious mission trips/service
  - Etc.

- Military – Any current or prior service with the United States armed forces.

Proof of work or volunteer

Proof for work or volunteer experience must include the name of the organization and contact information from someone that can verify your work/volunteer experience. Include the description of your position and total work or volunteer hours completed. Examples include but not limited to:

- Letter of reference on company letterhead
- Attestation letter (i.e. Statement of verification) on company letterhead
- Time records
- Etc.

Proof submitted that cannot be verified is ineligible. Please do not include W2 or other records with your social security number or other identifiable information.
**Certification/License**

A certification or license is defined as medical skill you have received formal education for. The certification/license must be current and not expired.

Examples of acceptable certification include but are not limited to:

- CNA
- Phlebotomist
- EKG
- LXMO
- MA
- EMT
- Etc.

Non-acceptable certifications are those that do not provide a certified skill. Examples of non-acceptable certifications include but are not limited to:

- CPR (This is a required element for all Radiography students)
- Online CE
- Academic awards
- Etc.

Proof for certification/license are by submitting copies of the certification/license that include expiration dates if applicable.

**Professional Involvement**

Includes membership to a Radiology related organization/society. Membership must be current. Examples include but are not limited to:

- STARS
  - PACE Committee
- NVSRT
- ASRT
- Etc.

Proof for professional involvement is by submitting a receipt of paid membership and/or membership card that includes expiration dates if applicable.
Experience coversheet
Use this form or a replicate as a cover sheet for all proof of experience.

May include a list in if there is more than 1 in each category.

Healthcare Work Experience
- I have healthcare work experience Yes ☐ No ☐
  Name of company where employed:
  Full-time ☐ Part-time ☐
  Length of time employed:
  Job duties:
  Type of proof being submitted:

Volunteer Experience
- I have healthcare volunteer experience Yes ☐ No ☐
  Name of company where you volunteered:
  Length of time volunteered (i.e. hours or years)
  Volunteer tasks performed:
  Type of proof being submitted:

- I have non-healthcare volunteer experience (i.e. charity) Yes ☐ No ☐
  Name of company where you volunteered:
  Length of time volunteered (i.e. hours or years)
  Volunteer tasks performed:
  Type of proof being submitted:
Certifications/Licenses

- I have healthcare certifications or licenses Yes ☐ No ☐
  Type of certification/license (i.e. CNA, EKG, etc.):
  Date of expiration (if applicable)

Professional Involvement

- I have membership to a Radiology related organization(s) Yes ☐ No ☐
  Name of organization(s):
  Date of expirations:
  Type of proof being submitted:

Military Experience

- I have prior military experience: Yes ☐ No ☐
  Branch of military:
  Length of service: