

**DIAGNOSTIC MEDICAL  
SONOGRAPHY PROGRAM**  
Pennsylvania Institute of Technology

**STUDENT APPLICATION PACKET**



**Diagnostic Medical Sonography (DMS) Program**  
Admission Packet  
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Diagnostic Medical Sonography  
Applicant Information

Name:

Address:

Phone Number:

Email:

I am applying for admission to the Diagnostic Medical Sonography Program at Pennsylvania Institute of Technology and have received a copy of the Admissions Requirements. I have read and understand what is required of me to be considered for admission into the Diagnostic Medical Sonography Program.

I am an active participant in my education and career goals.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**For Internal Use Only:**

Student has completed and submitted the following information/documents:

- P.I.T. College Enrollment Application
- U.S. Citizen, Permanent Resident or Eligible Non-Citizen
- Completion of the first 3 terms of the Health Science program at P.I.T. OR submit transcripts that satisfy all required course work.
- Receive a final grade of 75 or better in all prerequisites except Bio 112, 135, 136 and PHS 260 require a B (83)
- Submitted Letter of Intent
- Submitted 2 Evaluator Reference Letters
- Submitted signed copy of the *Minimum DMS Admission Requirements Declaration Form*

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** prerequisite completion. Coursework will be a combination of online and in person learning scheduled Monday-Friday between 8:00 a.m. and 5:00 p.m. Clinical rotations may occur days, 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, and personal interviews.

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

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

Students planning to apply for admission to the Diagnostic Medical Sonography Program will receive process information and deadline dates once they enroll in PHS 260.

Please note that students taking prerequisites (other than BIO 136 & PHS 260) in the summer term are still eligible to apply. Mandatory orientation will be required for all **contingently accepted** students in September.

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 assure 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](mailto:denise.boyle@pit.edu)

Sincerely,

Denise Boyle, MS RDMS  
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**

**MISSION STATEMENT/GOAL**

**The Diagnostic Medical Sonography Program at Pennsylvania Institute of Technology is committed to serve 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) domains in the abdomen-extended and OB/GYN domains.**

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
- Vision in low light settings
- Distinguish audible sounds
- A personal commitment
- Lift more than 50 pounds routinely
- Professionalism
- Read, write and speak in English
- Other tasks

## 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 (these requirements are expected upon enrollment to Health Science not DMS)**
  - \* Out of country students will need a CPE (Certificate of Preliminary Education)
  - \* College transfer students must submit official transcripts from all colleges in which the applicant has enrolled. One official transcript must be sent directly to Pennsylvania Institute of Technology Admissions office from issuing schools/agencies.
  
- **PREREQUISITES**
  - \* PHS 260 **must** be completed in the winter or spring term prior to the fall start.
  - \* Students are still able to apply if they are completing the remainder of the required prerequisite courses into the summer term prior to the fall start (apart from PHS 260 and BIO 136)
  - \* Please note---Bio 112, 135, 136 and PHS 260 are all required to have a grade of a B (83) final grade or better. PHS 260 final exam must be an 80 or better. All other prerequisites must be completed with a grade of 75% or greater. (Any course substitution must be approved by the DMS department chair).
  
- **INTERVIEW**
  - \* Eligible applicants will be interviewed during the spring or summer term. Submitting an application does not guarantee an interview. The interview will be conducted by an **Interview Committee** for the applicant only. Retained knowledge from prerequisite courses (basic math, anatomy) may be evaluated.
  
- **CRIMINAL BACKGROUND CHECK, DRUG SCREENING & MEDICAL REQUIREMENTS**
  - \* Once enrolled in PHS 260 students will be contacted by a compliance coordinator. Each student will be required to register with American Data Bank, take (and pass) all drug screening and criminal background checks.
  - \* 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-entry are subject to the current program policies.*

**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 (approx. 1 hour) in the summer and a full day on campus orientation in September.
- ❖ Applicants must meet with financial aid and the business office. All outstanding balances 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.***

**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.

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.

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**

\_\_\_\_\_ **Date**



**Pennsylvania Institute of Technology**  
**DIAGNOSTIC MEDICAL SONOGRAPHY**

**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.

These competencies include:

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.
  - a. 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.
  - b. 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.
  - a. 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 the clinical area.
3. **Communication, critical thinking, and interpersonal skills** while not physical, these competencies are essential for the Sonography student.
  - a. Students must demonstrate the ability to communicate verbal as well as written messages clearly in English and in a timely manner.
  - b. 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.
  - c. It is mandatory that each student demonstrate the sufficient ability to use judgment, critical thinking, and the sufficient power to assimilate, integrate, apply, synthesize, and **evaluate information to solve problems.**

\_\_\_\_\_Signature

\_\_\_\_\_Date

**Program Degree Plan/Recommended Course Sequence**  
**Associate in science (A.S.) DEGREE PROGRAM**

<b>TERM 1 - HEALTH SCIENCE</b>			<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credits</b>
BIO	112	Introduction to Anatomy & Physiology	3	1	0	4
ENG	108	Composition I	3	0	0	3
PSY	105	Introduction to Psychology	3	0	0	3
MTH	145	College Algebra and Trigonometry	3	0	0	3
<b>TERM TOTAL</b>			<b>12</b>	<b>1</b>	<b>0</b>	<b>13</b>
<b>TERM 2 – HEALTH SCIENCE</b>						
BIO	135	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
<b>TERM TOTAL</b>			<b>12</b>	<b>1</b>	<b>0</b>	<b>13</b>
<b>TERM 3 – HEALTH SCIENCE</b>						
PHS	260	Physics for Sonography	3	0	0	3
BIO	136	Anatomy & Physiology II	3	1	0	4
COM	108	Social Interactions and Communication	3	0	0	3
<b>TERM TOTAL</b>			<b>9</b>	<b>1</b>	<b>0</b>	<b>10</b>
<b>TERM 1 - DIAGNOSTIC MEDICAL SONOGRAPHY</b>						
			<b>Lecture</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credits</b>
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
<b>TERM TOTAL</b>			<b>8</b>	<b>2</b>	<b>1</b>	<b>11</b>
<b>TERM 2 – DIAGNOSTIC MEDICAL SONOGRAPHY</b>						
DMS	203	Advanced Physics	3	0	0	3
DMS	224	Introduction to 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
<b>TERM TOTAL</b>			<b>7</b>	<b>2</b>	<b>1.25</b>	<b>10.25</b>
<b>TERM 3 – DIAGNOSTIC MEDICAL SONOGRAPHY</b>						
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
<b>TERM TOTAL</b>			<b>6</b>	<b>1.5</b>	<b>2.5</b>	<b>10.0</b>
<b>TERM 4 – DIAGNOSTIC MEDICAL SONOGRAPHY</b>						
DMS	285	Sonography Clinical 4	0	0	345	5.75
DMS	226	Sonography of High-Risk Obstetrics	3	.5	0	3.5
<b>TERM TOTAL</b>			<b>3</b>	<b>.5</b>	<b>5.75</b>	<b>9.25</b>
<b>TERM 5 - DIAGNOSTIC MEDICAL SONOGRAPHY</b>						
DMS	289	Sonography Clinical 5	0	0	360	6
DMS	290	Advanced Ultrasound and Review	3	0	0	3
<b>TERM TOTAL</b>			<b>3</b>	<b>0</b>	<b>6</b>	<b>9</b>
<b>PROGRAM TOTAL</b>			<b>60</b>	<b>9</b>	<b>990(16.5 cr)</b>	<b>85.5</b>

PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
**Health Science and DMS**

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 I must provide **to admissions an official** high school transcript to GED transcript, or PA Department of Education (DOE) 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 a student will not be admitted with a disqualifying result in the drug screening.
- I understand that BIO 112, 135, 136 and PHS 260 require a grade of a B (83)
- I understand a student accepted into the program 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 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 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.

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Signature of Candidate

---

Date

## **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.

**P.I.T HEALTH SCIENCE & DMS PROGRAM  
MINIMUM ADMISSION REQUIREMENTS DECLARATION**

<b>Health Science ---Admission / Eligibility Requirements:</b>	<b>Responsible person</b>	<b>Responsible for cost</b>
• <b>Official</b> high school transcript or GED with scores	Candidate	Candidate
• * <b>A GED from a state or jurisdiction other than PA</b> or a high school diploma from a jurisdiction other than the U.S. requires a Certificate of Preliminary Education (CPE) from PA DOE.	Candidate	Candidate
• At least 17 years of age – provide documentation	Candidate	Candidate
• U.S. citizen, permanent resident, or eligible non-citizen– provide documentation	Candidate	Candidate
• Official college transcript if applicable	Candidate	Candidate
• <b>*** DMS ADMISSION ELIGIBILITY REQUIREMENTS ***</b>		
• Two professional reference letters and an essay explaining why you chose Sonography as a career.	Candidate	Candidate
* In person AMA or BLS Adult/Child / Infant CPR	Candidate	Candidate
• Completion of a PA Criminal & PA Child Abuse backgroundcheck ➤ Non-resident of Pennsylvania must also submit a Criminal Record check from the state in which he/she resides	Candidate	None
• FBI Background Check is required	Candidate	None
• Completion of satisfactory drug screening	Candidate	None
• 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	Candidate
• Physical Exam by health care provider and Personal Health History	Candidate	Candidate
• Sonography Shadowing Documentation if applicable	Candidate	Candidate
• Vaccination/Booster(s) of measles, mumps, rubella, varicella, and Covid 19. Booster if 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 <b>annually</b>	Candidate	Candidate
• Health insurance required	Candidate	Candidate
• Liability insurance and injury insurance	P.I.T.	P.I.T.



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

## DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) FREQUENTLY ASKED QUESTIONS

### 1. How long is the DMS Program?

After completing the 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.

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

Denise Boyle MS RDMS [denise.boyle@pit.edu](mailto:denise.boyle@pit.edu) Program Director

Laurie Rohrman M.Ed. RDMS RVT [laurie.rohrman@pit.edu](mailto:laurie.rohrman@pit.edu) Faculty

Marie Ruoff BS RDMS RVT RT(R) [marie.ruoff@pit.edu](mailto:marie.ruoff@pit.edu) Clinical Coordinator

### 3. What is the graduation rate of the DMS class?

6 of the 7 students initially enrolled in the 2023 Cohort graduated.

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

As of 3/6/24. One student is fully licensed with the ARRT and ARDMS.

### 5. What is the pass rate for the SPI exam?

All graduates of Cohort 2023 have taken and passed the SPI examination.

### 6. Is this program accredited?

**No.** The Diagnostic Medical Sonography program will be subject to the appropriate accreditation approvals. Additional information will be provided as the program is developed.

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

All 6 graduates gained employment immediately after graduation.

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

**Once enrolled in PHS 260** ----The applicant must submit/complete the following. Deadline dates will be announced during the first week of class.

- Essay explaining why you want to be a sonographer
- Applicant Information sheet
- Two professional reference letters
- Shadowing in a sonography department or hospital is not required but **strongly** recommended. Log sheet included in this packet
- Completion of all American Data Bank Requirements
- Signed Clinical Rotation Agreement
- Signed Essential Physical Competencies and Technical Performance Standards
- Signed Admission Requirements Declarations
- Signed Medical Marijuana Regulation Form
- If you have previous or current healthcare/medical work experience, please include reference to that in your essay

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

Students must successfully complete with a 75% or \*better the following classes to be considered for entry to the DMS program.

English Composition  
Analytical Writing  
Introduction to Psychology  
Human Growth & Development  
Physics for Sonography \*  
College Algebra & Trigonometry  
Healthcare in Transcultural Environment  
Introduction to Anatomy and Physiology  
Anatomy & Physiology I \*  
Anatomy & Physiology II\*  
Communications & Social Interactions

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

Deadline and process for all documentation outlined in this packet will be announced during the first week of PHS 260.

**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 5:00 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?**

1 Program Director, 1 Full time faculty, and 1 Part time Clinical Coordinator, 1 lab adjunct.

**14. How are in-person scanning labs managed during COVID-19?**

Students are divided up into small groups to comply with PIT social distancing policy. Masks are optional.

**15. When and how do I complete my background checks?**

Once enrolled in PHS 260 you will receive instructions from a compliance coordinator on how and when to complete these background checks.

If you are reapplying, American Data Bank compliance requirements must be repeated. Fee's will apply. Students interested in applying should contact a compliance coordinator for the details associated with renewing clearances.

**16. What is considered a passing grade in a DMS course?**

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

**17. Who is responsible for setting up the clinical experiences/rotations?**

It is the program chair and clinical coordinator's responsibility to place all students at clinical sites each term. If a student has a specific clinical rotation in mind, they should speak to the clinical coordinator in advance. \*Please note\* clinical rotations may be day, evening, or weekend.

**18. Is transportation provided to and from the clinical sites?**

No, students are responsible for their own transportation.



**19. 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.

**20. What types of student services are available on campus?**

Student Services provides academic 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.

**21. 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](http://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.

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

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

**23. When will I be able to take the ARDMS registry 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 term break between terms 2 and 3.

Upon successful completion of the DMS program and one full year of clinical experience outside of the program students will be eligible to apply for the Abdominal (AB) and Obstetrics and Gynecology (OB/GYN) boards offered through the ARDMS (American Registry of Diagnostic Medical Sonographers)

Advanced degrees or prior allied health certifications may allow some students to be eligible immediately upon graduation.

All students are eligible to apply for the Sonography Registry exam upon graduation through the American Registry of Radiologic Technologist (ARRT) [www.arrt.org](http://www.arrt.org)

Students are encouraged to view specific guidelines, requirements, and eligibility on the ARDMS website at [www.ardms.org](http://www.ardms.org).

**24. Are the classes in person or online?**

Most didactic classes and labs will be held in person Mon-Fri between 8:00am-5:00pm. Some classes may be online. Clinical rotations can be day, evening, or weekend.

**25. What job placement services are offered?**

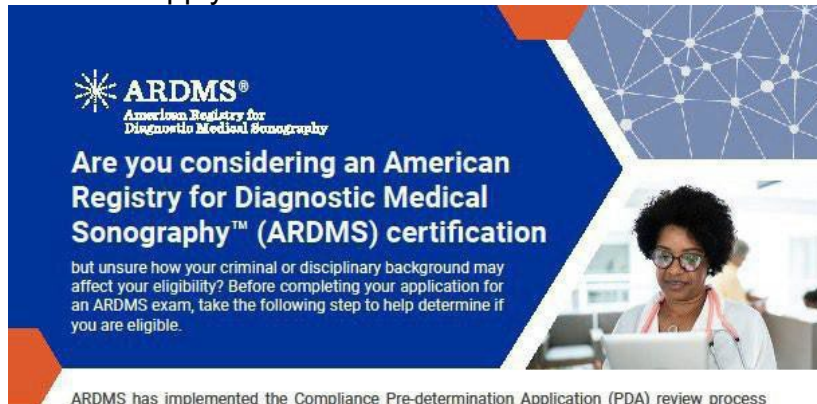
Student Services will assist current students and recent alumni in their career search/transfer process. They can provide interview tips, resume building, job search tips, and share open positions with qualified students.

**26. Will I be able to work while enrolled?**

Working is not recommended during the first three terms of the DMS program.

**27. 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. Fee's will apply.



**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:**

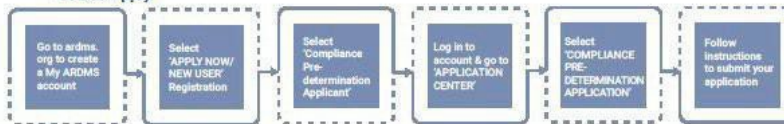
Individuals disciplined by a certifying body, licensing or other regulatory authority, accrediting body, or national professional association.

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.

**How to Apply**



**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/](http://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](mailto:Compliance@Inteleos.org).

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

28. *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 trouble shoot
- Ability to critically think through problems
- Integrity
- Courtesy
- 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 students 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
- 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!

29. **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 shoulder of the scrub top prior to the first day of class.**

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)**

**\*\*Punctual attendance at clinical rotation sites is required beginning Term 1. Students must be prepared to provide their own transportation throughout the program.**

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 to the student.**

**Students are subject to the current policies in place at that time.**

**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.**

**There must be a seat available.**

**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 candidates anatomy and physics grades, professionalism, class preparedness, ability to meet deadlines, ADB compliance, experience in healthcare related fields, retention of knowledge from prerequisite 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](http://www.ardms.org)  
1401 Rockville Pike, Suite 600 Rockville, MD 20852 (301) 738.8401

\*American Registry of Radiologic Technologists (ARRT) [www.arrt.org](http://www.arrt.org)  
1255 Northland Drive St. Paul, MN 55120 (651) 687.0048

\*Joint Review Committee Diagnostic Medical Sonography(JRC/DMS) [www.jrcdms.org](http://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](http://www.caahep.org)  
9355 113<sup>th</sup> 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 service and visiting the PIT website frequently for updated scholarship information.



**Pennsylvania  
Institute of  
Technology**



610-892-1500



PIT.EDU

800 Manchester Avenue | Media, PA 19063-4089

### **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, 2016. 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**

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. \_\_\_\_\_(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. \_\_\_\_\_(initial)**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



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

## SHADOWING DOCUMENTATION

**STUDENT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**FACILITY** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_

**STUDIES OBSERVED:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**SONOGRAPHER SIGNATURE**

\_\_\_\_\_

**COMMENTS** \_\_\_\_\_