Prerequisite Requirements

All prerequisite requirements must be completed **before** submitting your application.

- Applicants must have verification of completion of a minimum of an AA or AS degree from a regionally accredited institution.   (**AAS degrees will not be accepted**.)
- **Cumulative GPA of 3.0 or higher**
- All applicants must complete the following college-level courses with a minimum of 3 semester or 4 quarter credits and a grade of "C" or better; refer to the KPSAHS catalog for applicable course descriptions and acceptance of credit requirements:

  - Human Anatomy & Physiology (with a Lab)
  - College Algebra (Intermediate Algebra or higher)
  - Written Communication
  - Oral Communications
  - Computer Science

 *Recommended (not required) courses:*
  - *Human Biology*
  - *Medical Terminology*

HOW TO APPLY

- **Complete the online application**: https://www.mykpsahs.com/Applicant/ApplyOnline_Login.aspx

- **Job Shadowing Observation Hours OR Job Shadowing Writing Assignment**
  Due to limitations on access to health care facilities and imaging departments imposed by the COVID-19 pandemic, applicants will have the following two options to choose from for satisfying the requirement for job shadowing:

  - **Option 1.** Upload documentation of completion of a minimum of eight hours of job shadowing:
    - Documented on letterhead, signed by imaging department manager or lead supervisor.
    - **Shadowing must be completed in the modality for which you are applying**.

  - **Option 2.** Complete and upload the Job Shadowing Writing Assignment:
    - Applicants who are not able to submit documentation of completion of a total of at least eight hours of job shadowing will be required to demonstrate they have acquired sufficient knowledge about the duties of a technologist in their modality of choice by completing and uploading a short **Job Shadowing Writing Assignment** (750 words or less).

- **Pay the Application Handling Fee**
  - A $65.00 (**non-refundable**) application handling fee must be paid by check or through the online portal by the application deadline. An application fee is required with each program application.

- **Submit Official Sealed Transcripts electronically or by U.S. Mail ONLY:***

Electronically	**By U.S. Mail**
Have your Official Transcripts sent electronically to admissions@kpsahs.edu	KPSAHS (Attn: Admissions) 938 Marina Way South, Richmond, CA 94804

- **Foreign Diplomas and Transcripts:**
  - All foreign diplomas and transcripts must include an official notarized translation in English and be evaluated by a foreign transcript evaluation agency (NACES) prior to submission.

  *Eff. 4/1/2020 KPSAHS will NOT accept transcripts sent by overnight delivery services (i.e., UPS, FedEx, DHL, etc.)
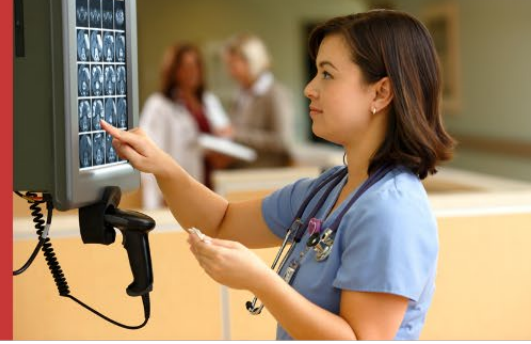
Evaluation of Submitted Applications

- KPSAHS will evaluate all **complete** submitted applications.*
- Applicants who are selected for a panel interview will be contacted for scheduling. Those not selected will be notified by email. **Note: KPSAHS does not obligate itself to interview all applicants.**

* *Applications are considered "complete" when all requirements for applying are completed **by the application deadline***.

Panel Interview & Additional Documentation Requirements

- Applicants who are scheduled for a panel interview will be required to submit the following additional documents:
  - o **Resume** – Two (2) page maximum. Should detail previous education, work experience, volunteer experience, foreign language proficiency, etc.
  - o **Two (2) Letters of Reference** – Each letter must be dated within six months of the application date and hand-signed by the author of the letter. Digital signatures will not be accepted.

Acceptance

Applicants who are being offered a seat in the class will be contacted by phone. All other applicants will be notified by email.

Updated 12/21/2021