Prerequisite Requirements

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

- Verification of completion of a minimum of an AA/AS degree or higher in any discipline from an institution approved by a regional, national, or specialized accrediting body recognized by the U.S. Department of Education. (AAS and AOS degrees will not be accepted.)
- **Cumulative GPA of 2.50 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 higher, or "Credit/Pass"; refer to the KPSAHS catalog for applicable course descriptions and acceptance of credit requirements:
  - Human Anatomy & Physiology (two courses, each with lab) *
  - Physics (Recommended topics: Kinematics, Newton's Laws, and Atomic Laws)
  - Chemistry (w/lab) (*Students are encouraged to complete courses emphasizing inorganic chemistry*)
  - Written Communication
  - Mathematics (*College-level mathematics course applicable to a degree*)

Recommended (not required) courses:
  - *Oral Communications*
  - *Medical Terminology*

> Visit the Academic Catalog for detailed descriptions of prerequisite courses and updates.

* May be fulfilled through one of the two course combinations:
  1. Anatomy & Physiology I with Lab + Anatomy & Physiology II with Lab – OR-
  2. Anatomy with Lab + Physiology with Lab

How to Apply

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

- **Job Shadowing Observation Hours OR Job Shadowing Writing Assignment**

  - **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 before 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 **kpsahs-transcripts@kp.org**	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.

- **Required English Proficiency – TOEFL**
  - Some students may need to submit TOEFL scores as evidence they have met the KPSAHS *Required English Proficiency* policy. Refer to the KPSAHS Academic Catalog for detailed information.

- **How to Submit Your TOEFL Scores**
  - If TOEFL® scores are required to meet the English Language Proficiency requirements, KPSAHS prefers that scores be submitted electronically through the Educational Testing Service (ETS); our code number is D077.
  - If electronic submission is not feasible, scores may be mailed in paper format from ETS to:

    Kaiser Permanente School of Allied Health Sciences
    Attn: Admissions Department
    938 Marina Way South
    Richmond, CA 94804

  - Test scores sent directly from applicants will NOT be accepted.

  ***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**.*

Interview & Additional Documentation Requirements

- **Only applicants who are invited to interview** will be required to submit the following additional documents:
  - **Resume**
  - **Two (2) Professional References**

Acceptance

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

Rev. (Jan. 2024)