



## Prerequisite Requirements

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

- Applicants must have verification of completion of a minimum of an AA/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
  - General Physics (topics must include sound waves, heat, light, and motion)
  - Medical Terminology
  - Written Communication
  - Oral Communication (i.e., Speech)
  - College Algebra (Intermediate Algebra) or higher

## HOW TO APPLY

- Complete the online application: [https://www.mykpsahs.com/Applicant/ApplyOnline\\_Login.aspx](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.** 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 PayPal once you have completed your online application. An application fee is required with each program application.
- **Submit Official Sealed Transcripts electronically or by U.S. Mail:**

<b>Electronically</b>	<b>By U.S. Mail</b>
Have your Official Transcripts sent electronically to <a href="mailto:admissions@kpsahs.edu">admissions@kpsahs.edu</a>	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 by phone for scheduling. Those not selected will be notified by email. **Note: KPSAHS does not obligate itself to interview all applicants.**

## Panel Interview & Additional Documentation Requirements

- Applicants who are scheduled for a panel interview will be required to submit the following additional documents:
  - **Resume** – Two (2) page maximum. Should detail previous education, work experience, volunteer experience, foreign language proficiency, etc.
  - **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 8/4/2020*