



rev. 1/26

**Dear Applicant,**

Thank you for considering our Hospital and School of Radiologic Technology for your studies. Enclosed you will find the literature and application that you have requested. You are required to submit the following items to have a complete application:

**1. The Application of Admission with an essay of why you are interested.**

**2. The Technical Standards Survey signed.**

**3. Three (3) current letters of professional reference.**

**4. Official High School transcripts\* and College transcripts\*.**

**An associate degree in any area of study is required and must be documented on transcript. Applicants may apply prior to completion of associate degree\*\*, but completion must be demonstrated by the start of the program in September.**

**5. A \$40 Application fee. (Check or money order payable to HF Providence Southfield Hospital Providence Hospital)**

**6. MR Screening form filled out and signed.**

**7. Current CPR/BLS certification prior to start date in September.**

\* An **official copy** of your transcript is required. Student copies or unofficial copies will not be accepted. If you attended high school or college in a foreign country, you must submit an evaluation report stating the educational credential received and its U.S. equivalent. An official transcript must come directly from the school itself; or through a transcript clearinghouse, such as Parchment, et. al. **Printed copies of transcripts are not official.** \*\* **Students applying from MCC, WCCCD, Davenport University and CU-W will be earning their respective degrees at the end of this program.**

All items should be mailed/mailed to the Radiography Program. **The deadline for consideration of your application is February 1, for any given year; with a September start date that same year.**

It is the candidate's responsibility to ensure the submission of all necessary materials by the deadline. The school will not contact applicants in regard to the status of their file until all materials are received.

Once your file is complete, the program director will review all items in your file to determine if the requirements are met for an interview. The requirements include the applicant having taken college courses in Algebra (Intermediate), English (Communications or Composition), Information Sciences, Medical Terminology, Anatomy and Physiology, Behavioral Science. Job shadowing is strongly encouraged. Courses must have been taken in college with a grade equivalent of a C or higher in each course. **Courses taken within the last seven years will be given more weight, and all classes must be completed by the February 1 deadline for consideration.**

If these requirements are met, you will be asked to come to the school for a mathematics/ algebra test and personal interview (interview granted after passing math test). Personal impression, related customer service/ patient care experience, and interest in the radiologic technology field are assessed during the interview. Our goal is to complete all interviews by the end of March. We will then inform chosen applicants of their acceptance into the program.

Applicants will be evaluated on their academic performance in the didactic requirements and the personal interview. The top twelve- fifteen scoring candidates are accepted. We have currently added a new location for clinical training. We are able to accept three more candidates if people are willing to travel to the new location, which is HF Genesys Hospital. Students do not have to rotate to all of our locations, but they must choose upon accepting which rotation schedule they would like to follow.

**Accepted students will be able to CHOOSE which secondary hospital locations they would like to travel to by choosing Henry Ford Providence Novi hospital or Henry Ford Genesys Hospital.** (all distances are from the classroom located at 16001 W. Nine Mile Road).

**All students travel to:**

HF Providence Southfield Hospital  
16001 West Nine Mile Road  
Southfield, MI 48037

HF Providence Health Center (15 miles)  
37595 W Seven Mile Rd  
Livonia, MI 48152

HF Providence Medical Center (12 miles)  
30055 Northwestern Highway  
Farmington Hills, MI 48334

Choice of secondary hospital is:

**Option 1- clinical rotations**

HF Providence Novi Hospital (27 miles)  
47601 Grand River Ave.  
Novi, MI 48374

**Option 2- clinical rotations:**

HF Genesys Hospital (47 miles)  
1 Genesys Pkwy.  
Grand Blanc, MI 48439

If you have any questions or concerns, please feel free to contact the School of Radiologic Technology at **(248) 849-3293** or email: [mkleven1@hfhs.org](mailto:mkleven1@hfhs.org) .

Thank you again for your interest in our program.

Sincerely,

Mary A. Kleven, MAOM, BS, RT(R)(M)  
Program Director, HFPSH

School of Radiologic Technology  
**CRITERION FOR INTERVIEW**

**All information must be submitted (postmarked) by February 1 of each year.**

New class begins every September (rev.01/26)

**Information required:**

- 1. The Application of Admission with an essay.**
- 2. The Technical Standards Survey signed.**
- 3. Three (3) current letters of professional reference (employer or educator).**
- 4. Official High School transcripts\* and College transcripts\*.**

**An associate degree in any area of study is required and must be documented on transcripts. Applicants may apply prior to completion of associate degree (exception: MCC, WCCCD, DU and CUAA applicants), but completion must be demonstrated by the start of the program in September.**

- 5. A \$40 Application fee. (Check or money order payable to Ascension Providence Hospital)**
- 6. MR Screening form filled out and signed.**
- 7. Proof CPR/BLS certification (must not be expired prior to starting)**

Interviews are scheduled after the deadline, February 1, and only if the application is complete.

Admission requirements and opportunities will be discussed during the interview. Prospective applicants are evaluated on both the interview and their academic record. A minimum academic score of 40 is required to receive an interview. {7 classes x grade "C" (8 points)} = (7 X 8 =56) Courses that are less than 7 years are preferred, NOT REQUIRED; with a grade "C" or better.

**Required courses (College level) minimum 15 credit hours total to include:**

Algebra (**Intermediate**; not pre-, basic, or elementary)—3 credit hours  
English (Communications/ Composition) – 3 credit hours  
Behavioral Science (Psychology, sociology, etc.) —3 credit hours  
Anatomy and Physiology (additional coursework in the Natural Science earns more points) 3 c.h.  
Information Sciences (Introduction to Computers) —3 credit hours  
Medical Terminology, 1-2 credit hours  
Job shadowing is strongly encouraged; contact [elayer1@hfhs.org](mailto:elayer1@hfhs.org) to schedule.

**Mail information to:**

Mary A. Kleven, MAOM, B.S.(R)(M)  
Program Director  
Henry Ford Providence School of Radiologic Technology  
% Henry Ford Providence Southfield Hospital  
16001 W. Nine Mile Road  
Southfield, MI 48075  
(248) 849-3293  
[Mkleven1@hfhs.org](mailto:Mkleven1@hfhs.org)

**\*The cost of tuition is \$8,500 for two years (starting 9/2026). The cost of books is an additional \$1100.00. We do not offer financial aid; but a payment plan is available to pay off tuition. There is also a \$150 online record keeping fee.**

HF PROVIDENCE SOUTHFIELD HOSPITAL  
SCHOOL OF RADIOLOGIC TECHNOLOGY

TECHNICAL STANDARDS SURVEY rev. 1/26

All applicants to the School of Radiologic Technology are notified of the minimum physical requirements appropriate to radiologic technology. The inability to perform any of the listed activities indicates a reduced chance of successful completion of the program, or employment in this profession. In such a case, it is recommended that the student not enter the radiography program.

Please read the following statements identifying the technical standards and answer the question provided below. This form is to be returned by the candidate along with the completed application.

The radiologic technologist must have sufficient strength and motor coordination required to perform the following physical activities:

- Standing or walking during most of the clinical training.
- Frequent reaching and manual dexterity in handling accessory equipment for diagnostic purposes. (lift a minimum of 30 pounds)
- Frequently transporting, moving, lifting and transferring patients from a wheelchair or stretcher to and from a radiographic table.
- Possess normal visual and auditory acuity. This is necessary to report visual observations of patients and read written orders. Hearing must be adequate to assess patient needs and communicate verbally with other health care providers.
- Possess sufficient verbal and written skills to communicate needs promptly and effectively in English.

Are you able to perform all of the technical standards identified above with or without reasonable accommodations?

YES \_\_\_\_\_

NO \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Magnetic Resonance Screening Form for Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves.

This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

		Circle Yes or No	
1. Have you had prior surgery or an operation of any kind?	Yes	No	
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____			
2. Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?	Yes	No	
If yes to question 2, please describe: _____			
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No	
If yes to question 3, please describe: _____			
Please indicate if you have any of the following:			
Aneurysm clip(s)	Yes	No	
Cardiac pacemaker	Yes	No	
Implanted cardioverter defibrillator (ICD)	Yes	No	
Electronic implant or device	Yes	No	
Magnetically-activated implant or device	Yes	No	
Neurostimulator system	Yes	No	
Spinal cord stimulator	Yes	No	
Cochlear implant or implanted hearing aid	Yes	No	
Insulin or infusion pump	Yes	No	
Implanted drug infusion device	Yes	No	
Any type of prosthesis or implant	Yes	No	
Artificial or prosthetic limb	Yes	No	
Any metallic fragment or foreign body	Yes	No	
Any external or internal metallic object	Yes	No	
Hearing aid	Yes	No	
Other device: _____	Yes	No	

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director.

Signature of Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ The student has not identified any contraindications to entering MR Zone III or IV.

☐ The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Form Information Reviewed By: \_\_\_\_\_  
Print name
Signature
Title

This form is provided by the JRCERT as a resource for programs. Programs are encouraged to personalize the form prior to use.

**Remember: The magnet is always on!**

# **SCHOOL OF RADIOLOGIC TECHNOLOGY**

Henry Ford Providence Southfield Hospital

## **COURSE IN RADIOLOGIC TECHNOLOGY** (Rev. 1/26)

The Program of Radiologic Technology consists of formal classroom presentations and departmental clinical rotations. The Joint Review Committee on Education in Radiologic Technology sanctions the curriculum approval and program accreditation.

Certified radiologic technologists, radiologists, nurses, and other health care professionals present lectures in the following:

Introduction to Radiologic Science and Healthcare  
Patient Care for Radiological Sciences  
Radiographic Procedures  
Clinical Practice  
Human Anatomy and Physiology  
Radiographic Pathology  
Digital Image Acquisition and Display  
Image Analysis  
Imaging Equipment  
Principles of Exposure and Image Production  
Radiation Production and Characteristics  
Radiation Protection  
Radiation Biology  
Pharmacology and Venipuncture  
Ethics & Law in the Radiologic Sciences  
Additional Modalities and Radiation Therapy  
Introduction to Computed Tomography  
Sectional Anatomy

Medical Terminology and Computer Literacy are reviewed, not taught.

The didactic material, course objectives, goals, competencies and criteria are all specifically structured and presented to the student radiographer for successful completion of the Radiologic Technology program.

Rotations are offered in Nuclear Medicine, MRI, Ultrasound, Interventional Radiology, CT scan, Quality Assurance, Heart Catheterization, Bone Densitometry, and Radiation Therapy to expose students to other areas within the field of Diagnostic Radiology.

The forty- hour school week is coordinated with all department schedules and procedures to ensure the fullest educational experience to enrolled students. One class is enrolled each year, starting in September. Students rotate to Henry Ford Providence Novi Hospital, HFPH Medical Center, Farmington Hills, HFPH Medical Center -Livonia, and HF Genesys Hospital in Grand Blanc. Students do **NOT** travel to all locations. Students are able to choose which secondary hospital they would prefer: HFPNH in Novi **OR** HF Genesys- Grand Blanc.