



AADMRT ONLINE

Limited Permit X-Ray Technician Program

AADMRT Online

STUDENT HANDBOOK

Limited Permit X-Ray Technician Program

**695 Oak Grove Avenue, Suite 330
Menlo Park, CA 94025**

(650) 323-0204

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The purpose of this student handbook is to define the mission of the American Association of Dental Maxillofacial Radiographic Technicians (AADMRT) Online Limited Permit X-Ray Technician Program ("LPXT Program") and to explain the policies and procedures of the program.

AADMRT sponsors the LPXT Program for the benefit of our members. The purpose of the program is to further the education of Dental and Oral Maxillofacial Radiographic Technicians and to advance the industry as a whole.

Administrative Commitment¹

- To maintain high ethical standards in relation to students, faculty, and staff.
- Provide equitable learning opportunities for all students.
- Provide timely, appropriate, and educationally valid clinical experiences for each admitted student.
- Assure the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- Engage the communities of interest for the purpose of continuous program improvement.
- Maintain student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
- Maintain program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.

¹ Joint Review Committee on Education in Radiologic Technology *Standards for an Accredited Educational Program in Radiography* January 1, 2011.

CONTACTS

CEO/Program Director

David Hatcher, DDS David@ddicenters.com

Assistant Director/Administrative RSO

Jerry Peck, DLXT jnpeck@aadmtonline.org

Alternate RSO

Lizeth Cebreros lvillarreal@aadmtonline.org

Radiography Supervisor/Operator

Dennis Song, DDS, MD drsong@aadmtonline.org

School Administrator and Admissions Representative

Lizeth Villarreal lvillarreal@aadmtonline.org

Faculty Member	Email	License #	Imaging Center/Location
Jerry Peck, DLXT	jnpeck@aadmtonline.org	RHP00053519	C-Dental - All Locations
Gilma Cruz, DLXT, Alternate RSO	gcruz@cdental.com	RHP00093826	C-Dental - Menlo Park
Audra Aki, DLXT, RSO	aaki@aadmtonline.org	RHP00087498	C-Dental - Mountain View
Helen Soriano, DLXT, RSO	htran@cdental.com	RHP00097038	C-Dental - San Mateo
Amelia Rispoli, CRT, RSO	arispoli@cdental.com	RHF00069732	C-Dental - San Jose
Stephany Nguyen, DLXT, RSO	snguyen@cdental.com	RHP0090160	C-Dental - West Portal
Valerie Sinkavich, DLXT, RSO	vsinkavich@cdental.com	RHP00053994	C-Dental - West Portal
Karen Yu, DLXT, RSO	kyu@cdental.com	RHP00086701	C-Dental - San Francisco
Danniell Carig, DLXT, RSO	dcarig@cdental.com	RHP00089609	C-Dental - San Rafael
Tanya Bray, DLXT, RSO	tbray@mccormackdentalimaging.com	RHP00080240	MDI - Escondido
Christopher Stedman, CRT	cstedman@mccormackdentalimaging.com	RHF00104159	MDI - Escondido
David Zaruk, DLXT, RSO	dzaruk@mccormackdentalimaging.com	RHP00041293	MDI - San Diego
Jose Franco, DLXT	jfranco@mccormackdentalimaging.com	RHP00063270	MDI - San Diego

Matt Carpenter, DLXT
ACS RSO

matt@bdxline.com

RHP00007971

Brockton Dental X-Ray -
Riverside

Tim Metzger, DLXT
ACS RSO

mccormackoffice@gmail.co
m

McCormack Radiographics

ACS Radiation Safety Officer

Each clinical site appoints their Radiation Safety Officer that reports to the AADMRT CEO and Administrative RSO.

AFFILIATED CLINICAL SITES

C-Dental X-Ray

695 Oak Grove Ave., Ste. 340
Menlo Park, CA 94025

C-Dental X-Ray

450 Sutter Street, Rm. 1542
San Francisco, CA 94108

McCormack Dental Imaging

919 East Grand Ave.
Escondido, CA 92025

C-Dental X-Ray

505 South Dr, Ste. 7
Mountain View, CA 94040

C-Dental X-Ray

362 West Portal Ave.
San Francisco, CA 94127

Brockton Dental X-Ray Lab

6800 Brockton Ave.
Riverside, CA 92883

C-Dental X-Ray

424 N. San Mateo Drive, Ste. 100
San Mateo, CA 94401

McCormack Dental Imaging

1550 Hotel Circle North, Ste. 340
San Diego, CA 92108

McCormack Radiographics

933 S Sunset Ave # 308,
West Covina, CA 91790

C-Dental X-Ray

5150 Graves Avenue, Suite 10A
San Jose, CA 95129

C-Dental X-Ray

1050 Northgate Drive, Suite 110
San Rafael, CA 94903

C-Dental X-Ray

1475 Cedarwood Ln., #D
Pleasanton, CA 94566

ADMINISTRATION JOB DUTIES

Program Director

- (1) Ensuring effective program operations;
- (2) Overseeing ongoing program assessment;
- (3) Participating in budget planning;
- (4) Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development; and
- (5) Assuming the leadership role in the continued development of the program.
- (6) Correlating clinical education with didactic education;
- (7) Evaluating students;
- (8) Participating in didactic and/or clinical instruction;
- (9) Supporting the program director to help assure effective program operation;
- (10) Coordinating clinical education and evaluates its effectiveness;

- (11) Participating in the assessment process;
- (12) Cooperating with the program director in periodic review and revision of clinical course materials;
- (13) Maintaining current knowledge of the discipline and educational methodologies through continuing professional development; and
- (14) Maintaining current knowledge of program policies, procedures, and student progress.

Didactic Instructors (Online Classes)

- (1) Preparing and maintaining course outlines and objectives, instructing and evaluating students, and reporting progress;
- (2) Participating in the assessment process;
- (3) Supporting the program director to help assure effective program operation;
- (4) Cooperating with the program director in periodic review and revision of course materials; and
- (5) Maintaining expertise and competence through continuing professional development.

Note: Authority cited: Sections 114870(a) and 131200, Health and Safety Code. Reference: Sections 114870(a), 131050,131051 and 131052, Health and Safety Code.

STUDENT HOLIDAYS & VACATIONS

The following holidays are observed by AADMRT Online:

- Martin Luther King, Jr. Day
- President's Day
- Memorial Day - Last Monday in May
- Independence Day - July 4th
- Labor Day - First Monday in September
- Thanksgiving Day - 4th Thursday in November
- Veterans Day - 4th Friday in November
- Christmas Eve & Christmas Day
- New Year's Day

ENROLLMENT CALENDAR

Fall/Winter Enrollment

Application Deadline: December 20
 Online Class Starts: TBA (Tuesday and Thursday Nights)

Spring/Summer Enrollment

Application Deadline: TBA
 Online Class Starts: TBA

BLACKOUT DATES

Days on which the Virtual Supervisor Operator will not be available to the school, due to professional responsibilities, will be announced once they are known. Dates will be posted on the school website as well. Clinical evaluations will not be performed on blackout dates.

ADMISSION REQUIREMENTS

The AADMRT Online LPXT Program is offered solely to the members of AADMRT. Admission to the Program is restricted to active members. Membership must remain active throughout the duration of the Program.

Additionally, all applicants must have a GED and be willing to pay the cost of the program.

An eligible applicant applying to the AADMRT Online LPXT Program must follow these steps:

Step 1: Contact an Admissions Representative.

Step 2: Complete an AADMRT Online application and submit it to an Admissions Representative.

Step 3: Applicants must submit an official high school transcript and any other transcripts available. Official transcripts can be mailed to: 695 Oak Grove Ave., Suite 330, Menlo Park, CA 94025. Transcript(s) can also be hand delivered as long as it is/are officially sealed.

Step 4: Upon review of the program application an official transcript(s) provided, the applicant will be scheduled for an interview with an administrator and/or faculty member designated by the CEO.

Step 5: If accepted, the applicant will be notified by mail and then must submit the following to an Admissions Representative *before the semester start date*:

- Letter of intent to start the AADMRT Online program
- Online Education Honor Agreement
- Agreement to Abide by Policies
- Agreement to Abide by Radiation Safety & Protection Program
- Female students: Pregnancy Policy Awareness form

Note: AADMRT Online is not responsible for any incomplete applications or late materials. Late applications or application materials will not be considered. An application without a signature will not be considered. Applicants are welcome to reapply if not accepted into the program. Denial of acceptance into the program will be communicated via email.

It is the responsibility of the applicant to provide all of the said above by the first day of their starting semester.

Transfer Credits

AADMRT Online does not accept transfer credits from any other program or institution. AADMRT Online will not give credits for previous radiology courses. All credits awarded at AADMRT Online can only be earned through the completion of the program. The only credits that will be acknowledged are the applicant's GED credits.

Procedural Training Policies & Prerequisites

Patient Policies

Radiography Procedure - Patient Minimum Age

Students may not perform radiographic procedures on any patient under 12 years old until they have achieved competency for that procedure to perform it under indirect oversight on all patients.

Prerequisites

Students must complete the following sections of the didactic curriculum before beginning procedural training:

- Radiation Protection and Safety
- Radiological Physics

Lab Requirements

- Labs 1 - 12

RDA Acceleration Program

Registered Dental Assistants with a valid current license and a x-ray certificate may begin procedural training after completion of all labs and the following sections of the didactic curriculum:

- Radiation Protection and Safety

Lab Requirements

- Labs 1-4

PROGRAM RE-APPLICATION & RE-ENROLLMENT

Denial of Acceptance: If an applicant is not accepted to AADMRT Online, he/she has the option to re-apply for the program. Re-application does not guarantee admission to AADMRT Online. Applicants that are re-applying must repeat the entire admissions process.

Program Withdrawal: If the student withdraws from the program, he/she has the option to re-enroll into their program if there are current openings. The student must re-enroll within 1 year from their last date of enrollment to have their earned academic credits count.

The student must write a letter of intent to the Admissions Department that will be reviewed. The student will receive a notification if they are re-accepted into the program.

Upon re-enrollment, students must review all policies and the AADMRT Online Radiation Protection Program. Students will be required to demonstrate skill competencies based on the labs completed prior to their withdrawal. After competency is approved, the student will be allowed to proceed on to the clinical portion of the program. Students that are re-enrolling must still meet all graduation requirements to graduate from AADMRT Online.

Probation/Suspension: A student that has been placed on probation or suspended from the program may re-enroll in AADMRT Online upon review from the Administration Department. The student must write a letter of intent to the Admissions Department that will be reviewed. The letter must include an explanation of how the student has addressed the issue or how the student plans to not be placed on probation again.

If accepted, students must review all policies and the AADMRT Online Radiation Safety & Protection Program. Students will be required to demonstrate skill competencies based on the labs completed prior to their withdrawal. After competency is approved, the student will be allowed to proceed on to the clinical portion of the program. If the student was placed on probation due to their academic grades, he/she must repeat those courses and receive a 70% or better grade average. Students that are re-enrolling must still meet all graduation requirements to graduate from AADMRT Online.

Advanced Student Status: Students that do not complete the program within the 24 month period may re-apply for Advanced Student Status and be given credit for previously completed coursework. Advanced Student Status will be given if students re-apply within one year after the first portion of the program was completed.

NON-DISCRIMINATION STATEMENT

AADMRT Online does not tolerate discrimination based on, and admits students of any: gender, race, color, religion, national origin, ancestry, age, sexual orientation, veteran status, or any other status protected by state and federal laws. AADMRT Online does not discriminate on the basis of any of the previously stated in the administration of its admission policies and educational policies.

TUITION & FEES

Students will be required to pay the following fees to enroll in AADMRT Online:

● Student Tuition	\$ 5,000.00
● Books	
○ <i>Radiography in the Digital Age: Physics Exposure Radiation Biology</i>	\$ 50.00
■ <i>Student Workbook</i>	\$ 45.00
○ <i>Essentials of Dental Radiography</i>	\$ 100.00
○ <i>Woelfel's Dental Anatomy, Eighth Edition</i>	\$ 75.00
○ <i>Textbook of Head and Neck Anatomy</i>	\$ 55.00
○ <i>Quick Medical Terminology: A Self-Teaching Guide</i>	\$ 20.00
Total Fees:	\$ 5,345.00

Students are responsible for the purchase of required textbooks and manuals. The cost of textbooks/manuals is subject to change without notice.

California Refund Policy

Students have the right to cancel an enrollment agreement without penalty and may receive a pro-rata refund. Intent to withdraw from AADMRT Online must be written and can be hand delivered or mailed to the Administrative Department at 695 Oak Grove Ave., Suite 330, Menlo Park, CA 94025. Notice of withdrawals are made effective on the postmarked date or on the date that the withdrawal letter is hand-delivered to the Administrative Department.

AADMRT Online Refund Policy:

If the student cancels their enrollment prior to attending the classes or the seventh day after enrollment (whichever is later), the student will be refunded all tuition fees charged. If the student cancels their enrollment after attending classes, pro-rata refunds will be paid as follows:

- Students who complete 60% or less of the semester will receive a pro-rata refund of tuition fees based on the percentage of classes attended compared to the number of classes in the semester.
- Students who complete 61% or more of the semester will not receive a refund of their tuition fees.

AADMRT Online will pay or credit all refunds within 45 days of a student's cancellation or withdrawal.

GRIEVANCE PROCEDURE

A grievance is defined as a *claim by a student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation.*²

If a student believes that they may have a grievance related to the AADMRT Online program, instructors, administrators, or clinical supervisors; he/she must use the following procedure:

1. The student should first discuss the grievance with the person involved. If the incident occurred in class, first speak to the Instructor. If the incident occurred in the clinical portion of the program, speak to the Clinical Supervisor. If not satisfied with the result, the student should discuss the grievance with the Program Director within five working days after the date that the incident occurred.
2. If the issue has not been resolved after the first step, or within the five working days post-incident, then the student must submit a written report of the grievance to the Administrative Department. The Administrative Department will issue a response within five working days after receiving the report. Copies of the report and the response(s) will be kept in the student's school records.
3. If the issue is not resolved after speaking/writing to the Program Director, the student has the option to write to or meet with the CEO, Jerry Peck. The CEO will issue a written response within ten working days if contacted via letter. Mail grievance report to 695 Oak Grove Ave., Suite 330, Menlo Park, CA 94025; Attn: Jerry Peck. Meetings with the CEO can be scheduled through the Administrative Department.
4. If the issue is not resolved after completing the grievance procedure, the student has the option to contact the American Association Of Dental Radiographic Technicians (AADMRT) Board of Directors.

²Joint Review Committee on Education in Radiologic Technology *Standards for an Accredited Educational Program in Radiography* January 1, 2011

PROGRAM OUTLINE

COURSE #	SEMESTER I	CREDIT
800	Radiography in the Digital Age	72 Hours
850	Laboratory Experiments	30 hours
	SEMESTER II	
900A	Principles of Dental Laboratory Radiography	111 Hours
900R	Supervised Clinical Training	540 Procedures

Total Hours: 213 Hours

Total Clinical Procedures: 560

Minimum Weeks: 75 weeks

Students in the RDA acceleration program minimum weeks: 60 weeks

Each student who graduates from the school must complete the course of study within 24 months of beginning the course of study, and the supervised clinical education within one consecutive period of 12 months during that 24 month period.

Definition of Credit: Completion of all hours of didactic instruction and procedural training

NOTE: Also see Course Syllabus for each course #

PROGRAM POLICIES

Code of Ethics

The following code of ethics has been adapted from American Society of Radiologic Technologists (ASRT) standard of ethics. Students are expected to uphold the standard of ethics established by, but not limited to, ASRT. (See attachments.)

1. Students are expected to conduct themselves in a professional manner and to respond to patient needs and support colleagues in providing the highest quality of patient care.
2. Students provide services to humanity with full respect for the dignity of mankind.
3. Students deliver patient care uninfluenced by concerns of the patient's personal attributes and provide service to patients without discrimination on the basis of race, sex, creed, religion or socioeconomic status.
4. Students practice technology founded on scientific basis. All equipment and accessories must be used with the purpose for which they were designed. All procedures and techniques must be performed appropriately.
5. Students exercise care, discretion and judgement while providing patient care. Students assess situations, assume responsibility for professional decisions and act in the best interest of the patient.
6. Students provide physicians with pertinent information to aid in the diagnosis and treatment of the patient. Students must recognize that diagnosis and interpretation are outside the scope of practice for the profession.
7. Students perform services with competence and expertise and demonstrate expertise in minimizing radiation exposure to patients, self and colleagues.
8. Students practice ethical conduct appropriate to the profession and protect the patient's right to quality radiologic technology care.
9. Students protect the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the patient or the community.
10. Students continue to improve their knowledge and skills related to the profession and share knowledge with colleagues.

Ethical & Professional Conduct

The following conduct is prohibited and will not be tolerated by AADMRT Online. This list of prohibited conduct is illustrative only. Other types of conduct detrimental to security, personal safety, employee and

student welfare and the School's interests may also be prohibited.

1. Falsification of student records, student information, or other School records.
2. Recording the clinical hours of another student or allowing any other student to record your clinical hours, or allowing falsification of any time card, either your own or another's.
3. Possessing, distributing, selling, transferring, using or being under the influence of alcohol, an illegal drug, or a controlled substance during work time.
4. Theft, deliberate or careless damage of any School property or the property of any student, employee or patient.
5. Removing or borrowing School property without prior authorization.
6. Unauthorized use of School equipment, time, materials, or facilities.
7. Taking, copying, or otherwise misusing School information, including student records and school records.
8. Provoking a fight or fighting during working hours or on School property.
9. Participating in horseplay or practical jokes on School time or on School property.
10. Bringing firearms or any other dangerous weapons or materials onto School property at any time.
11. Engaging in criminal conduct whether or not related to job performance.
12. Causing, creating or participating in a disruption of any kind during working hours or on School property.
13. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor, faculty member or administrative employee, or the use of abusive or threatening language toward a supervisor, faculty member or administrative employee.
14. Using obscene or abusive language toward any manager, employee or patient.
15. Failure to notify a supervisor when unable to report to work.
16. Unexcused absences and tardiness.
17. Failure to obtain permission to leave school for any reason during normal school hours.
18. Failure to observe school schedules, including rest and lunch periods.
19. Failure to provide a physician's certificate when requested or required to do so.
20. Sleeping or malingering during work hours.
21. Making or accepting personal telephone calls during working hours.
22. Working overtime during clinicals without authorization.
23. Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.
24. Violation of any School policy, rule, or procedure.
25. Committing a fraudulent act or a breach of trust in any circumstances.
26. Accepting monetary tips or gratuities from any patient, fellow student or school employee.
27. Abuse or inconsiderate treatment of any patient.
28. HIPAA violations of any patient's privacy.

Students are expected to report any suspected or actual unethical and/or unprofessional conduct to their immediate supervisor. The identity of the informant will be kept private if desired by the informant. Disciplinary action will take place in any case that the code of ethics is broken. Such disciplinary actions include probation, suspension or expulsion from AADMRT Online.

Attendance

The maximum allowable absences in a semester is 10 scheduled class days.

CLASSROOM: 75 classes, All missed work must be completed by watching video of missed class session and by completing all required reading, homework, review questions, in-class quizzes, and tests.

CLINICAL: Students are required to complete a specific amount of procedures. See the Clinical Evaluations section for details.

Students are not permitted to makeup clinical hours during holidays observed by AADMRT Online and students are not allowed to change scheduled clinical hours without approval of the Clinical Supervisor.

Students are required to call and inform their clinical supervisor of any absence or late arrival. Failure to call and inform the clinical supervisor of an absence will be considered a no call/no show.

Students are not allowed to work more than 10 hours per day or 40 hours per week in the clinical portion of the program.

Dress Code

Because each student is a representative of the School in the eyes of the public, it is important that each student report to work properly groomed and wearing appropriate dress. Students are expected to wear scrubs and tennis shoes or nursing shoes with socks. Examples of attire that is inappropriate at all times includes the following:

- Clothing with offensive graphics, words or sayings
- Dirty or damaged clothing (holes, tears, paint stains)
- Workout clothes, such as sweatpants, leotards or tights
- Beach/picnic wear, such as shorts, thong sandals, tank tops
- Work jeans or bib overalls
- Hats

Facial piercings should not be visible and artificial/exceedingly long fingernails and fluorescent hair color are not allowed.

Dosimeters must be worn *at all times*. *There are no exceptions*. For further instructions see the Radiation Safety & Protection Program section.

Grading Policy

The following grading policy will apply to all AADMRT Online students:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

U = 0 - 69%

A grade of "U" constitutes a failure. Students will be required to retake the course on which a "U" was received. All students are expected to maintain a grade average of 70% in all academic work. Failure to maintain a 70% average in all academic work may result in academic probation from the program.

All clinical work will be graded based on completing a number of procedures without repeats. If repeats of a procedure are necessary; ALL repeats are to be performed under the direct oversight of a qualified practitioner, in accordance with 17 CCR, section 30417(c), to count towards a passing grade. The final grade of the clinical portion of the program will be a pass or fail. There will not be a letter grade given for the clinical portion of the program.

Academic Integrity

Academic integrity is a fundamental value of AADMRT Online. Academic dishonesty in any form will not

be tolerated by AADMRT Online. Academic dishonesty includes, but is not limited to, the following examples:

- Plagiarism
- Cheating
- Falsification of academic materials or records
- Submitting previously submitted work
- Selling or purchasing academic assignments
- Distributing confidential academic material

Disciplinary action will take place in any case that academic integrity is breached. Such disciplinary actions include probation, suspension or expulsion from AADMRT Online. In any case of academic integrity, the student will be required to meet with the Program Director. All records of any disciplinary action will be kept by the AADMRT Administrative Department.

Disqualification

AADMRT Online has the right to dismiss any student if the student is considered to be unqualified or a poor candidate to become a Limited Permit X-ray Technician. The inability to uphold the Code of Ethics or maintain Ethical and Professional Conduct warrants a reason for dismissal from the AADMRT Online program.

Failure to maintain a 70% average in all academic work or to pass clinical procedures, even after a probationary period, also warrants a reason for dismissal from the program.

Integrity of Online Education Policy

As stated in the Academic Integrity section of this handbook, academic integrity is a fundamental value of AADMRT Online. AADMRT Online recognizes that pressures and temptations exist that may result in academic dishonesty, especially in an e-course designed program.

AADMRT Online's Honor Policy is as follows:

- Unless allowed by the instructor, students must not use outside resources while taking a quiz or test
- Students may not share their own or use another student's login information
- Any form of academic dishonesty mentioned previously in the Academic Integrity section will not be tolerated

Every student must complete an Online Education Honor Agreement and submit it to the Administrative Department before beginning the program.

Radiation Monitoring and Dosimetry Badge Program

Monitoring devices will be issued to students and are to be worn at all times during the program. Each ACS is responsible for providing their own monitoring service (see monitoring providers at the end of the handbook).

Responsibilities Of Badge Users

1. Your dosimetry badge must be worn at all times when you are working with or in the vicinity of sources of radiation.
2. The badge reading is a legal record and must reflect occupational exposure only.

Therefore the badge shall be worn only by the person to whom it was assigned, shall not be tampered with or experimentally irradiated, and shall not be used to measure any radiation exposure you may receive as a medical patient.

3. Monitoring badges are issued at monthly or quarterly exchange frequencies. Badges are distributed and collected by ACS LPXT supervisors. It is your responsibility to exchange your badge on time with your badge representative.
4. Persons required to be badged must have complete records of their occupational exposure for the current year, i.e. no "gaps" are allowed in their personnel dosimetry records. If a badge is lost, a replacement badge must be obtained.
5. Badges should be worn on chest, collar, or belt so as to indicate "whole body" exposure.
6. Do not leave badge in direct sunlight or near a source of heat. At the end of the work day badges should be left in a location where they will not be exposed to radiation.
7. If you work at locations outside AADMRT Online where you receive occupational exposure to radiation, you must be badged by all employers. Notify the Radiation Safety Officer at AADMRT Online and at the other locations. The maximum permissible occupational dose limits apply to the sum of the doses received at all locations.
8. Examine your personal dosimetry reports on a regular basis to assure that your readings are ALARA (As Low As Reasonably Achievable).

Students are required to provide dosimetry logs to the Administrative Radiation Safety Officer (RSO) and the Alternate Radiation Safety Officer (see page 4 for contact information) within 10 days of receipt.

AADMRT Online will keep the records in their cloud storage and made available to students.

ALARA - Dose Limit Review and Investigation

If a dosimetry report shows that radiation exposure has exceeded 10% of the annual occupational dose limit as defined by this program in one year; or 1/12 of 10% of the annual occupational dose limit as defined in this program:

- A) Radiation Safety Committee will conduct an internal review of the report
- B) Notification will be sent to all students at the ACS that their procedural instruction is postponed until the investigation is closed.
- C) Radiation Safety Committee will determine all necessary actions to inhibit any further overexposure to the student, other students, faculty, or the public
- D) The AADMRT Online RSC will submit a report to the AADMRT Board and Radiologic Health Branch
- E) Once approval is received from the AADMRT Board and the RHB, procedural instruction can resume.

(1)**The total effective dose** equivalent being equal to 5 rems (0.05 Sv); or The

sum of the deep-dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye being equal to 50 rems (0.5 Sv).

(2) The annual limits to the lens of the eye, to the skin of the whole body, and to the skin of the extremities, which are:

- (i) A lens dose equivalent of 15 rems (0.15 Sv), and
- (ii) A shallow-dose equivalent of 50 rem (0.5 Sv) to the skin of the whole body or to the skin of any extremity.

Doses received in excess of the annual limits, including doses received during accidents, emergencies, and planned special exposures, must be subtracted from the limits for planned special exposures that the individual may receive during the current year (see §20.1206(e)(1)) and during the individual's lifetime (see §20.1206(e)(2)).

AADMRT Online has established a one year limit of ten percent (10%) of the allowed limits as determined by 10 CFR 20. This is prorated to the total number of months spent in the procedural training portion of the curriculum. The ALARA program also extends to the public and AADMRT Online's commitment to keeping radiation exposure as low as reasonably achievable and as specified in 10 CFR 20.

PREGNANCY POLICY

In the event that an AADMRT Online student becomes pregnant, the student has the right to voluntarily inform or withhold the information from AADMRT Online. If the student wishes to inform the School, she must complete and submit a Voluntary Declaration of Pregnancy form to the Administrative Department. If the student decides to inform the School of her pregnancy, it is encouraged to be done as soon as possible to take precautionary radiation safety measures.

A declared pregnant woman also has the right to *withdraw the declaration in writing*, as defined in the Title 10 of the Code of Federal Regulations, Part 20, section 20.1003.

Once the student's pregnancy is verified, she will receive information on the possible health risks to the embryo/fetus that are associated with the program. Radiation safety procedures will also be shared.

The student will have the three options:

- Option 1:** To continue in the program without modification
- Option 2:** To continue with the program with some modification
- Option 3:** Withdraw from the program during the time of the declared pregnancy

If the student decides to continue with the program without modification, she must complete the Option 1 portion of the Acknowledgement of Radiation Risk During Pregnancy form and submit it to the Administrative Department.

If the student decides to continue with the program with some modification, she must complete the Option 2 portion of the Acknowledgement of Radiation Risk During Pregnancy form and submit it to the Administrative Department. In the case that this option is chosen, all personnel will be notified of the student's condition and proper radiation safety guidelines will be reviewed and adjusted to minimize the the potential exposure of radiation to the embryo/fetus. See Section *Radiation Safety Procedures for Pregnant Students*.

The expectant student has the right to withdraw from the program at any time.

If the student decides to withdraw from the program during the duration of her pregnancy, she must complete the Option 3 portion of the Acknowledgement of Radiation Risk During Pregnancy form and submit it to the Administrative Department.

Withdrawal from the Program During Pregnancy

In the case that the student decides to withdraw from the program, she will have the right to re-enroll in the program after her pregnancy. The student will still have to meet all graduation requirements despite the time off from the program.

Radiation Safety Procedures for Pregnant Students

During the time of pregnancy, the maximum permissible dosage of radiation that the expectant student can be exposed to is 0.5 rem (5,000 microsieverts). If the student chooses Option 2, to continue with the program with some modification, the following safety guidelines must be followed at all times during clinical work:

- Continue to wear the dosimetry badge *at all times* and wear an additional dosimetry badge at waist level. The dosimetry badge readings will be closely monitored and **must be turned in monthly**. A record of the expectant student will be kept in Pregnant Student Dosimetry Log. In the case that the exposure exceeds the 0.5 rem (5,000 microsievert) limit, the student will have to mandatorily and temporarily withdraw from the program.
- If the student is wearing a lead apron, she must wear the badge outside of the apron to avoid measurement interruption.
- The student must maintain maximum distance from all x-ray machines while they are being operated.
- Any adjustments in student assignments may be made at any time to ensure the safety of the expectant student.

TESTING

All quizzes and tests must be taken at the scheduled times. If a student is absent on the day a quiz or test is administered, he/she will have to take the quiz or test on their first returning day. Failure to take the quiz or test on the first returning day will constitute a zero. A grade of 69% or less will be considered unsatisfactory.

HOMEWORK/ASSIGNMENTS

Homework and in class assignments are an essential part of the program and in the learning outcomes of the students. All assignments are to be completed and submitted according to the set deadlines.

In the case of an absence, students are still responsible for completing and submitting the assignments. Late homework/assignments must be submitted to the instructor on the first returning day after the absence. An assignment submitted within a week of the absence, but not on the first returning day, will be deducted points. Failure to complete and return homework/assignments within the week of the absence will constitute a zero.

CLINICALS

Clinical Supervision

Clinical Supervision Definitions

- Supervision - responsibility for, and control of, quality, radiation safety and technical aspects of all X-ray examinations and procedures.
- Direct Oversight - the oversight of operations by a qualified person who is physically present to observe, and correct, as needed, the performance of the student who is performing the procedure.
- Indirect Oversight - the oversight of operations by a qualified person who is physically present and available within the facility where the student is performing the procedure.
- Qualified Person
 - Certified supervisor and operator possessing either a radiology supervisor and operator certificate or radiography supervisor and operator permit; or
 - Certified diagnostic radiologic technologist who has at least two years of radiologic technology experience; or Limited Permit X-ray Technician who holds a limited permit in the permit category for which the Student is training and has at least two years of radiologic technology experience.

Clinical Supervision Requirements

- Students, when operating X-ray equipment:
 - Shall be under direct oversight until the supervising licentiate has determined that the student has achieved competency for the particular procedure.
 - Once the student has achieved competency for a particular procedure. The student may then perform that procedure under indirect oversight.
 - The competency determination shall be written, dated, name printed and signed by both the person providing direct oversight and the supervising licentiate. If both of those individuals are the same person, one signature is sufficient.
 - However, students who have achieved competency shall continue to be under direct oversight during performance of a repeat of any unsatisfactory radiograph or image.

Note: When an AADMRT lab owner wants to train a student they must submit two forms providing site information and instructor qualifications.

Forms: *Affiliated Clinical Site Request & Report in Change of Information.*

These forms are to be delivered to to the AADMRT Online administrative office for review and submission to the RHB. Once approved a registered AADMRT Online clinical site with an approved instructor can administer the curriculum and train a LPXT.

Clinical Objectives

Clinical Supervisors will be evaluating students based on the following:

Technical Skills

Professionalism

Radiation Safety

Clinical Evaluations

All clinical work will be graded based on completing a number of procedures without repeats. If repeats of a procedure are necessary, they must be approved by a supervisor to count towards a passing grade. The final grade of the clinical portion of the program will be a pass or fail. There will not be a letter grade given for the clinical portion of the program.

Students will have access to view their Radiographic Procedure Log in order to monitor their progress. **Students must upload their x-ray images and fill out the procedure log on a daily basis.**

Below are the required procedures to complete the LPXT program:

Procedures	Minimum Number
Periapical survey (consisting of at least 14 films)	100
Bitewing survey (consisting of at least four films)	50
Occlusal, mandible and maxilla	50
Cephalometrics	100
Panographic	100
Temporomandibular joints (TMJ)	20
Dental bone age studies	20
CBCT Scan	100
TOTAL	540 Procedures

Note: Authority cited: Sections 114870(a) and 131200, Health and Safety Code. Reference: Sections 106975, 107045, 114850, 114870(c), 114870(d), 131050, 131051 and 131052, Health and Safety Code.

Clinical Attendance & Makeup Hours

Students are not permitted to makeup clinical hours during holidays observed by AADMRT Online and students are not allowed to change scheduled clinical hours without approval of the Clinical Supervisor.

Students are required to call and inform their clinical supervisor of any absence or late arrival. Failure to call and inform the clinical supervisor of an absence will be considered a no call/no show.

In the event of an excused absence, the student is responsible for making up the lost hours in order to make progress in the required amount of procedures. The student must schedule the makeup hours with their Clinical Supervisor.

The required amount of procedures necessary to graduate from the program are listed above in the Clinical Evaluations section. Students that fail to complete the number of procedures with a passing evaluation will not graduate from the program.

GRADUATION REQUIREMENTS

In order to complete the AADMRT Online program and graduate, students must meet the following criteria:

1. Pass all academic courses with a 70% grade or above.
2. Complete all clinical procedures with a “pass.”
3. Submitted the dosimeter for monitoring throughout the program.
4. Complete all other necessary program requirements.

All students must submit an Application to Graduate to the Administrative Department at the completion of their program. Students will be notified via mail if they have met all of the criteria to graduate.

LIMITED PERMIT X-RAY TECHNICIAN CERTIFICATION FEES

CALIFORNIA STATE CERTIFICATION

Radiologic Health Branch (LPXT)

CA State Exam fee	\$112.00
Application Fee	\$75.00
License Renewal Fee	\$70.00/2 years

Total Costs: \$187.00

All exam and license fees are not covered by AADMRT Online. Fees are subject to change.

Students must fill out and mail in an X-Ray Technician Limited Permit Application (form [CDPH 8242](#)) along with diploma and non-refundable application fee.

Within 30 days of receipt the CDPH-RHB will mail you a notification letter and inform you of the following:

- That your application is acceptable and instructions regarding the next steps in the examination process; or
- That your application is not acceptable for filing and next steps.

For additional information on the California State Examination visit www.cdph.ca.gov/rhb

CONFIDENTIAL STUDENT RECORDS STATEMENT

All student records are kept by AADMRT Online by the Administrative Department. In accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, AADMRT Online is committed to protect the privacy and confidentiality of the students' schools records and Social Security Number.

All enrolled AADMRT students have the following rights:

- the right to ask AADMRT Online not to disclose “directory information”
- the right to review his/her own school records
- the right to amend inaccurate and misleading information in his/her school records
- the right to prevent disclosure of all other information in their school records unless the student consents to the release

Maintenance of CA State Approval of School

To re-validate and maintain approval, an approved school shall submit to the Department at least 60 days prior to the approval expiration date an annual report containing the following:

(1) Attestation to the following:

(A) All changes required to be submitted pursuant to section 30435 were submitted as required;

(B) The radiation protection program required pursuant to section 30420 was annually reviewed as required;

(C) All affiliated clinical sites comply with applicable requirements;

(D) All affiliation agreements are current and up to date;

(E) Supervision of students at affiliated clinical sites is conducted in accordance with section 30417; and

(F) Faculty qualifications specified in section 30418 are documented and available for Department inspection; and

(2) The annual fee specified in section 30409.

(b) Failure to submit the annual report on or before the anniversary of the approval shall automatically suspend the approval. If the report is not submitted within six months following the date, the approval shall be revoked and shall not be subject to reinstatement. A new initial application may be submitted pursuant to section 30412.

(c) The Department shall review the annual report only upon receipt of any required fees. If the report and fees are acceptable, approval shall be re-validated for one year.

Note: Authority cited: Sections 107045, 114870 and 131200, Health and Safety Code. Reference: Sections 107045, 107055, 114870, 131050, 131051 and 131052, Health and Safety Code.

AADMRT Online Services Directory

Dosimetry Monitoring Providers

- Global Dosimetry (Mirion Technologies)
2652 McGaw Avenue
Irvine, CA 92614

email: Info@mirion.com

web: www.mirion.com

phone: 949.419.1000

Sales Contacts:

VICTORIA POTUCK
Regional Sales Manager - NORTHEAST REGION
Phone: 888.437.1714 ext. 7376
To contact Victoria, email: vpotuck@mirion.com

TOM CHWIERUT
Regional Sales Manager - MIDWEST REGION
Phone: 888.437.1714 ext. 7377
To contact Tom, email: tchwierut@mirion.com.

NELSON CHIU
Regional Sales Manager - WEST REGION
Phone: 888.437.1714 ext. 7375
To contact Nelson, email: nchiu@mirion.com.

KEVIN MCDONOUGH, R.T. (R)
Regional Sales Manager - SOUTH EAST REGION
Phone: 949-302-0116
To contact Kevin, email: kmcdonough@mirion.com

TECHNICAL SUPPORT

Technical questions or need technical support call 1-800-251-3331 or
949.419.1000

- Sierra Radiation Dosimetry Service
7301 N FM 620 Ste 155-347
Austin, TX 78726

email: www.sierradosimetry.com/Contact.aspx (contact us page)
web: <http://www.sierradosimetry.com>
phone: 866.897.8707

TESTING CONTACTS

For state licensing and exam eligibility information contact:

California Department of Public Health
Registration and Certification Support Unit
Radiologic Health Branch
P.O. Box 997414, MS 7610
Sacramento, CA 95899-7414
Phone: (916) 327-5106
Fax: (916) 440-7999
Email: rhblstc@cdph.ca.gov
Website: cdph.ca.gov/RHB

For exam payment and information contact:

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
Phone: (651) 687-0048 x 3155
Fax: (651) 687-0349
Website: www.arrt.org

For testing centers and appointments contact:

Pearson VUE

Phone: (800) 632-9055

Website: www.pearsonvue.com

Additional Contact Info

[Schedule an Exam](#) -- Instructions

[Testing Centers](#)