

**OZARK CAMPUS**

**CARDIAC SONOGRAPHY PROGRAM**

**\*Classes are held in the ACHE Research Institute Health and Wellness Center at  
1000 Fianna Way, Suite 219 in Fort Smith, Arkansas\***

**Application Due March 3, 2025**

**Application Checklist**

**Please ensure all these items are included with your paper application or mailed in after  
filling out the online application.**

	Cardiac Sonography Essay (instructions below)
	Two Student Recommendation Forms (form and instructions found below)
	Acknowledgement of Essential Functions (form found below)
	Understanding of Clinical Participation Requirements (form found below)
	*Note: See application below for Webex virtual informational session* Attendance or alternate arrangement is required for all applicants

## APPLICATION INSTRUCTIONS

### APPLICATION DUE: MARCH 3, 2025

**\*Notice this is extended from March 1 due to March 1, 2025 falling on a Saturday\***

#### ADMISSION CRITERIA

In order to be considered for admission to the Cardiac Sonography (CS) program, each student must meet the following criteria:

- Eligibility for admission to Arkansas Tech University-Ozark Campus
- Completion of platform coursework with a minimum 2.5 grade-point average (GPA); conditional acceptance may be granted to those students who are in the process of completing the remaining platform coursework. Failure to maintain a 2.5 GPA upon completion of remaining platform coursework may lead to forfeiture of CS program admission offer;
- Be at least 18 years of age;
- Completion of appropriate TEAS testing
- Completion of Cardiac Sonography Program Application for Admission;
- Two Student Recommendation Forms from professionals, instructors, or someone who can testify to your character and work ethic. Reference forms from relatives will NOT be accepted and must be completed after March 1, 2024. (forms can be found in this packet)
- An original typed TWO page double-spaced in Times New Roman 12-point font with normal 1” margins essay on the following topic:
  1. *Why you want to be an Adult Cardiac Sonographer.*
  2. *Use at least one example from cardiac experiences you have had.*
  3. *Explain your understanding of what this profession entails and what your role as a Cardiac Sonographer would be.*
- Attendance to the VIRTUAL Webex based cardiac sonography informational session on Feb 26, 2025 at 6:00 p.m.. You can use the login information below for the meeting. Also, upon receiving your application, you will automatically be emailed an invitation for the session. If you have not turned in your application by Feb 25, 2025, but would like to receive the invitation, simply use the information included in this application packet. You can also contact the Allied Health Secretary at (479) 508-3325 or at alliedhealth@atu.edu. If you cannot attend or miss the session, **you can still apply**, but please contact the Allied Health Secretary at (479) 508-3325 or at alliedhealth@atu.edu for alternate arrangements.

## INSTRUCTIONS AND SCORING RUBRIC CARDIAC SONOGRAPHY ADMISSIONS ESSAY

**Essay:** An original typed TWO page double-spaced in Times New Roman 12-point font with normal 1” margins essay on the following topic:

1. *Why you want to be an Adult Cardiac Sonographer.*
2. *Use at least one example from cardiac experiences you have had.*
3. *Explain your understanding of what this profession entails and what your role as a Cardiac Sonographer would be.*

<b>Qualities and Criteria</b>	<b>Very Poor (0)</b>	<b>Poor (1)</b>	<b>Good (2)</b>	<b>Excellent (3)</b>
<b>Understanding of Cardiac Sonography (20%)</b> <b>-Demonstrates a basic understanding as to what adult cardiac sonography is &amp; the uses for it in the medical field</b>	Does not address what a cardiac sonographer does in the medical field.	Poorly addresses what a cardiac sonographer does in the medical field. The provided information is not necessary or is irrelevant to the topic.	Addresses what cardiac sonography is and alludes to various functional activities and modalities used in this profession. The provided information is a basic understanding of the role of a cardiac sonographer.	Provides a thorough and comprehensive understanding of cardiac sonography and its significance in the diagnosis of cardiac disease.
<b>Desire to be a cardiac sonographer (20%)</b> <b>-Demonstrates a strong desire to become a cardiac sonographer and in caring for and diagnosing patients.</b>	Essay does not express any desire to be a cardiac sonographer. Desires are not specific to the field of cardiac sonography.	Shows very little true desire to become a cardiac sonography. The expressed desires are not relevant to the field of cardiac sonography.	Shows a reasonable desire to become a cardiac sonography without any or with minimal reference to patient care and diagnosis.	The essay establishes a yearning to become a cardiac sonographer and the want to provide outstanding patient care and diagnosis.
<b>Quality of writing (20%)</b> <b>-Clarity of sentences and paragraphs</b> <b>-Spelling, grammar, &amp; use of English</b>	Extremely poorly written. Spelling and grammar errors are numerous. There are greater than 10 errors.	Not well written. Contains many spelling errors and/or grammar errors. There are 4-10 errors.	Well written with minimal spelling and grammar errors. There are 3-4 errors.	Well written from start to finish with very minimal grammar or spelling errors. There are 2 or less errors.
<b>Organization of writing (20%)</b> <b>-Organization and coherence of ideas</b> <b>-Professionalism</b>	Extremely poorly organized. No paragraph definition is present. Multiple run on sentences. There is NO connection between the practice of adult cardiac sonography and the student’s desire to pursue a career in this field. The essay is very unprofessional in its content.	Badly organized. It lacks clarity and/or does not present ideas in a coherent way. Many run on sentences are present. Paragraphs are not established. Connections between the practice of adult cardiac sonography and the student’s desire to pursue a career in this field is not well established. The essay is not professional in its content.	Primarily well organized, clear and presents ideas in a consistent way. Connections between the practice of adult cardiac sonography and the student’s desire to pursue a career in this field is somewhat well established. Run-on sentences are at a minimum and paragraphs are well established. The essay is somewhat professionally written.	Well organized, clear, and presents ideas in a logically connected way. Connections between the practice of adult cardiac sonography and the student’s desire to pursue a career in this field are present and well executed. No run on sentences are present. Well-defined paragraphs are present. The essay demonstrates a

				professional minded student through its structure.
<b>Experiences (20%)</b> <b>-Provides examples that have led the student to the path of cardiac sonography</b>	No experiences are mentioned.	Most of the experiences are not relevant to cardiac sonography. The experiences do not coincide with the student's desire to be a cardiac sonographer.	Most of the experiences provided are important and relevant. There is a minimum of 1 experience referenced and it is mostly used effectively in the essay. The experience coincides with the student's desire to be a cardiac sonographer.	All the experiences referenced are important and are of good quality. There is a minimum of 1 experience referenced that is used very effectively in the essay. The experiences coincide with the student's desire to be a cardiac sonographer.

Overriding criterion: If the essay is identified as not being original and/or not done by the student, the director has the authority to not use it during the application process resulting in a 0% used for that portion of the application. If directions are not followed (i.e. different font used, inappropriate length or different margins used), the essay score will be reduced by 50%.

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY.**

1. Each applicant must apply for admission to Arkansas Tech University-Ozark Campus **before** applying to the Cardiac Sonography Program. Application information may be obtained by contacting the Office of Student Services in person or through the following:

Office of Student Services  
Arkansas Tech University-Ozark Campus  
1700 Helberg Lane  
Ozark, AR 72949 (479) 667-2117  
[www.atu.edu/ozark](http://www.atu.edu/ozark)

2. The following are required for application:

- Cardiac Sonography Program Application for Admission;
- Acknowledge of Essential Functions form;
- Understanding of Clinical Participation Requirements form;
- An original typed TWO page double-spaced in Times New Roman 12-point font with normal 1” margins essay on the following topic:
  - *Why you want to be an Adult Cardiac Sonographer.*
  - *Use at least one example from cardiac experiences you have had.*
  - *Explain your understanding of what this profession entails and what your role as a Cardiac Sonographer would be.*
- Two (2) Student Recommendation Forms from professionals, instructors or someone who can testify to your character and work ethic. Reference forms from relatives will NOT be accepted. Recommendation forms must be dated after March 1, 2024.
- Attendance to the Virtual Informational Session

3. Each applicant is responsible for verifying that all of the following requested information has been completed and submitted to the Allied Health Secretary. All application items requested should be submitted as a complete packet if possible or physically brought to the Allied Health secretary in the Health Education Building. Applicants are responsible for items sent separately.

THE INFORMATION CONTAINED IN THIS APPLICATION PACKET IS SUBJECT TO CHANGE AT THE DISCRETION OF THE CARDIAC SONOGRAPHY PROGRAM.

The above items must be received by the Allied Health Secretary **BY MAIL OR IN PERSON** by **March 1** in order to be considered complete:

Cardiac Sonography Program  
Attn: Allied Health Secretary  
Arkansas Tech University-Ozark Campus  
1700 Helberg Lane  
Ozark, AR 72949

4. Once the application is complete, the applicants will be required to take the Test of Essential Academic Skills (TEAS). **The Allied Health Secretary will send out the cost, dates, and registration information for the test. The test is given at Arkansas Tech University-Ozark Campus after the application deadline.**

## **CARDIAC SONOGRAPHY PROGRAM DESCRIPTION**

The Cardiac Sonography program at Arkansas Tech University-Ozark Campus is a course of study leading to the attainment of an Associate of Applied Science degree upon completion of 29 hours of platform coursework and 41 hours of technical coursework. The cardiac sonography program curriculum includes platform coursework, which must be completed prior to enrollment in the technical phase. The technical phase will include 3 consecutive semesters of study starting with the fall term and continuing until the end of the summer term of the following year. Students will be required to maintain a 75% in all classes and demonstrate satisfactory skill competency during the technical phase in order to meet program requirements for graduation.

Students who complete the non-invasive Cardiac Sonography program of study will be prepared to enter the healthcare field in cardiac sonography labs as adult cardiac sonographers. Cardiac sonography, also known as echocardiography, is a rapidly advancing specialty area of cardiac imaging that uses ultrasound technology to evaluate the heart. With this technology, a cardiac sonographer uses sound waves created by the machine to acquire images of the cardiac chambers, walls, valves, and blood flow.

The cardiac sonographer is a skilled person qualified by academic and clinical preparation to have:

- A detailed working knowledge of the anatomy and physiology of the heart
- The ability to optimize images
- A thorough understanding of cardiac pathology and its effects on the heart
- The ability to comprehend the cardiac sonography appearance of normal and abnormal cardiac conditions

Cardiac sonographers generally work closely with cardiologists, who use the images to diagnose cardiac diseases.

Students completing the Associate of Applied Science in Cardiovascular Technology will prepare to sit for the Registered Cardiac Sonographer (RCS) exam through Cardiovascular Credentialing International (CCI) and the Registered Diagnostic Cardiac Sonographer (RDCS) exam through American Registry for Diagnostic Medical Sonography (ARDMS).

The Cardiac Sonography program at Arkansas Tech University-Ozark Campus is accredited by Committee on Accreditation of Allied Health Education Programs (CAAHEP) through the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT).

**PLATFORM COURSEWORK**

Students will be required to complete 29 hours of platform coursework with a minimum 2.5 GPA prior to admission to the technical phase of the cardiac sonography program. Applicants with prerequisite coursework completed at other institutions should have their official transcripts sent to the Office of Student Services for review. The platform coursework includes the following:

PREFIX	NUMBER	TITLE	CREDIT HRS
HSCI	1123	Human Anatomical Structure I “C” or better	3
HSCI	1113	Medical Terminology “C” or better	3
BST	1303	Introduction to Computers	3
ENGL	1013	Composition I	3
MATH	1003	College Mathematics (or higher)	3
PHSC	1013	Introduction to Physical Science	3 1 or
PHSC	1021	Introduction to Physical Science Lab	
or	or	or	
BIOL	1014	Introduction to Biological Science with lab (4 CR HRS)	4
HSCI	1243	Human Anatomical Structure II “C” or better	3
ENGL	1023	Composition II	3
PSY	2003	General Psychology	3
EMTP	1001	First Aid and CPR	1
		<b>TOTAL PLATFORM HOURS</b>	<b>29</b>

Substitution and/or waiving of platform coursework will be at the discretion of the cardiac sonography program director in accordance with the policies and procedures of Arkansas Tech University-Ozark Campus.

**TECHNICAL COURSEWORK**

Students must apply to the technical phase of the program following completion of the prerequisite coursework. Admission to the technical phase is competitive due to limited enrollment. Satisfactory completion of the technical coursework will enable a student to graduate with an Associate of Applied Science degree. The technical phase of the program includes a combination of classroom/laboratory study and required clinical education. During the classroom/laboratory portion of the program, students will have the opportunity to learn Adult Cardiac Sonography procedures and practice specific procedures on fellow cardiac sonography students. Students will be expected to participate in all class and laboratory activities as both a demonstration subject and a simulated patient for their classmates. The clinical education portion of the program consists of working with patients in a clinical facility as a student under the supervision of a clinical

instructor. Clinical education sites are located in various cities and towns throughout the area, and some may even require lodging due to their distance from Arkansas Tech University-Ozark Campus. Students will be responsible for all travel associated with clinical education. In addition, each student will be responsible for all meals and lodging associated with clinical education, unless provisions are made by the clinical education site to which they are assigned. Students should anticipate 40 hours per week spent in class and clinical education. This does not include prep or study time.

<b>FALL</b>		<b>Core Classes</b>	
CVT	2113	Hospital Policies and Patient Care	2
CVT	2123	Sonography Physics and Instrumentation, I	3
CVT	2132	Echocardiography I Lab	2
CVT	2133	Echocardiography I	3
CVT	2144	Clinical Practicum I	4
		<b>Total Semester Hours</b>	<b>14</b>
<b>SPRING</b>		<b>Core Classes</b>	
CVT	2211	Principles of Electrocardiography	1
CVT	2213	Cardiac Pathology Studies	3
CVT	2223	Sonography Physics and Instrumentation II	3
CVT	2231	Echocardiography II Lab	1
CVT	2233	Echocardiography II	3
CVT	2244	Clinical Practicum II	4
		<b>Total Semester Hours</b>	<b>15</b>
<b>SUMMER I (extended)</b>		<b>Core Classes</b>	
CVT	2312	Interdisciplinary Cardiac Imaging	2
CVT	2313	Echocardiography Concepts	3
CVT	2323	Physics Concepts	3
CVT	2344	Clinical Practicum III	4
		<b>Total Semester Hours</b>	<b>12</b>
		<b>CARDIAC SONOGRAPHY COURSEWORK HOURS</b>	<b>41</b>
		<b>TOTAL DEGREE HOURS</b>	<b>70</b>

#### **CLASS SIZE**

The class size will be determined in the spring dependent on clinical site availability and job market.



## TEAS EXAM

The TEAS is scheduled by the Allied Health secretary after the application deadline. An email with available test dates will be sent to the email address provided on the application. Prior to taking the TEAS, applicants will be required to register and pay a testing fee at [atitesting.com](http://atitesting.com). The TEAS is a computerized test and therefore test scores will be immediately available. Test results will then be forwarded to the Cardiac Sonography program office and the Office of Student Services. Acceptance of TEAS results from online testing and/or at locations other than Arkansas Tech University- Ozark Campus are allowed, providing the results meet additional requirements. For more information regarding TEAS test policies and procedures, please visit the following link, or scan the QR code.

<https://www.atu.edu/ozark/admission/testingresources.php>



## SELECTION CRITERIA

Due to the limited spots available for each class of cardiac sonography students, the cardiac sonography program must use a method of ranking each candidate according to the candidate's qualifications. The following will be used in the selection process:

TEAS score:	75%
Essay:	20%
Recommendation Forms:	5%

In the case of a tie in the application score for applicants, the following criteria will be utilized as tiebreakers (the criteria are arranged in order of importance):

1. Cumulative GPA for all college coursework completed prior to the application deadline;
2. Number of platform hours completed prior to the application deadline;
3. Date of submission of completed cardiac sonography program application materials.

## SELECTION PROCESS

Offers of admission for available spaces will be made to the qualified applicants with the highest overall ratings. All applicants will be notified by the cardiac sonography program of their admission status. Applicants accepted into the program must notify the cardiac sonography program office as soon as possible of their decision to accept or decline the offer of admission. Applicants who decline admission or are not accepted for admission may reapply for admission the following year. In the event an opening for a student becomes available, then applicants from the alternate list will be admitted according to individual ranking.

The timeline for the application and selection process is included below:

March 1	Cardiac sonography program application and forms included in the packet due.
After April 1	Students with completed applications will complete appropriate TEAS exams as scheduled by the Allied Health secretary.
By June 1	Cardiac sonography applications will be reviewed and students will be selected for entry into the technical coursework.

### **FINANCIAL AID**

Students requesting information regarding financial aid are encouraged to contact the Financial Aid Office as follows:

Financial Aid Office  
1700 Helberg Lane Ozark, AR 72949  
479-667-2117

### **NONDISCRIMINATION STATEMENT**

The cardiac sonography program at Arkansas Tech University - Ozark Campus does not discriminate on the basis of race, color, sex, national origin, veteran status, or disability in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, or educational services. Arkansas Tech University - Ozark

The campus complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. Social Security numbers are used as identification numbers for convenience and consistency with other records.

Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer; email [affirmative.action@atu.edu](mailto:affirmative.action@atu.edu).

### **PROJECTED PROGRAM COSTS**

Estimated costs for enrollment in the technical phase of the cardiac sonography program are as follows:

- Approximately \$8,000 for tuition and fees
- Approximately \$1,200 for textbooks
- Approximately \$200 for red scrubs and closed-toe tennis shoes
- \$15 for a campus parking permit
- Approximately \$150 for a physical
- Approximately \$50 for TB testing; (available at Arkansas Tech University's main Russellville campus)
- Approximately \$30 for tetanus vaccination; (available at Arkansas Tech University's main Russellville campus)

- Approximately \$90 for Hepatitis B vaccination (available at Arkansas Tech University's main Russellville campus)
- Approximately \$100 for varicella (chicken pox) titer (not needed if proof of the history of varicella or varicella vaccination is given)
- Approximately \$40 for flu vaccination
- Approximately \$100 for background check
- Approximately \$100 for drug screening

*The above-projected costs are subject to change.*

### **CRIMINAL BACKGROUND INVESTIGATION**

Students admitted to the cardiac sonography program will be expected to obtain criminal background checks following entry into the program. Criminal background checks may be a requirement for attendance at some of the clinical education sites affiliated with the cardiac sonography program. Based upon the results of these checks, an affiliated clinical education site may determine not to allow a particular student's presence at a facility. In addition, a criminal background may preclude licensure or employment following graduation. Students are responsible for the associated costs and delivery of background results to the clinical facility requesting the information.

### **DRUG AND ALCOHOL TESTING**

Drug and alcohol testing may be a requirement for attendance at some of the clinical education sites affiliated with the cardiac sonography program. Based upon the results of these checks, an affiliated clinical education site may determine not to allow a particular student's presence at a facility. The student is responsible for the costs associated with any drug and alcohol testing required for attendance at a particular clinical education site. In addition, the student is also responsible for the submission of testing results to the clinical education facility requesting the information.

### **STUDENT HEALTH AND PHYSICAL EXAMINATION**

Students admitted to the cardiac sonography program will be expected to provide health information and participate in a physical examination to be performed by a physician, physician's assistant or nurse practitioner. The purpose of the physical examination is to determine the student's ability to safely perform the physical demands expected of a cardiac sonography. The purpose of the Health Information form is to enable the student an opportunity to provide pertinent information to the cardiac sonography program which may affect the student's ability to safely participate in laboratory and clinical education activities.

### **ESSENTIAL FUNCTIONS FOR CARDIAC SONOGRAPHY**

Successful participation in the cardiac sonography program includes the ability to perform essential functions, which are necessary for delivery of cardiac sonography services in a safe, ethical, legal manner. The essential functions are expected to be demonstrated, with or without reasonable

accommodation, by students participating in the cardiac sonography program. Upon reviewing the Essential Functions for the cardiac sonography student included in this packet, the candidate will complete the Acknowledgment of Essential Functions for the Cardiac Sonography Student form and indicate whether or not that student can perform the essential functions. Prior to admission to the program, the student is responsible for providing written documentation of any disabilities, along with evidence for the need for accommodation. Requests for accommodations will be forwarded to the Disability Coordinator for Arkansas Tech University. The university will then decide if reasonable accommodations can be made for that particular student.

### **Health Requirements**

Clinical sites may have requirements in addition to those required by the university. This may include the COVID-19 vaccination. Failure to comply with this additional requirement may result in the inability to complete the clinical coursework for the program.

# Cardiac Sonographers, Essential Functions

Essential functions describe the tasks, skills, abilities, work activities, work context and work styles that are required for the completion of the Cardiac Sonography Program and to work as an adult cardiac sonographer. The student is required to meet all objectives related to the coursework and clinical experiences. Physical, emotional, cognitive and environmental demands will vary throughout the curriculum and clinical experience. This list is a summary of the essential functions, but is not meant to be all-inclusive. More specific information can be found in the Dictionary of Occupational Title published by the United States Government or the O\*Net website at <http://online.onetcenter.org>

Throughout the educational program and later throughout their careers, cardiac sonographers must be able to perform these essential functions with or without reasonable accommodations.

## Tasks

- Provide sonogram and oral or written summary of technical findings to physician for use in medical diagnosis.
- Decide which images to include, looking for differences between healthy and pathological areas.
- Operate ultrasound equipment to produce and record images of the motion, shape, and composition of blood, organs, tissues, or bodily masses, such as fluid accumulations.
- Observe screen during scan to ensure that image produced is satisfactory for diagnostic purposes, adjusting equipment as required.
- Select appropriate equipment settings and adjust patient positions to obtain the best sites and angles.
- Prepare patient for exam by explaining procedure, transferring patient to ultrasound table, scrubbing skin and applying gel, and positioning patient properly.
- Observe and care for patients throughout examinations to ensure their safety and comfort.
- Obtain and record accurate patient history, including prior test results or information from physical examinations.
- Determine whether scope of exam should be extended, based on findings.
- Maintain records that include patient information, sonography and interpretations, files of correspondence, publications and regulations, or quality assurance records, such as pathology, biopsy, or post-operative reports.

## Skills

- **Speaking** — Talking to others to convey information effectively.

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Science** — Using scientific rules and methods to solve problems.
- **Time Management** — Managing one's own time and the time of others.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Operation and Control** — Controlling operations of equipment or systems.

### Abilities

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Control Precision** — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

### Work Activities

- **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Controlling Machines and Processes** — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

## Work Styles

- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Integrity** — Job requires being honest and ethical.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

## **Knowledge**

- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Physics** — Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub- atomic structures and processes.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

*Information taken from the O\*Net website on Diagnostic Medical Sonographers*



## ACKNOWLEDGMENT OF ESSENTIAL FUNCTIONS

By signing below, I acknowledge that I have read and understand the Essential Functions for the Cardiac Sonography Student. I believe to the best of my knowledge that I have the ability to learn and perform the essential functions:

(Please check one)

- Without reasonable accommodations
- With reasonable accommodations (further documentation is attached)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

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**OZARK CAMPUS****Understanding of Clinical  
Participation Requirements**

Arkansas Tech University-Ozark Campus Cardiac Sonography program uses external affiliated agencies for clinical experiences for our students. Affiliated agencies may impose requirements for students in order to be allowed access to clinical experiences.

Students may be required to provide the following information to external affiliated agencies:

- Health Screening/Immunizations;
- CPR Certification;
- Criminal Background Investigation;
- Drug Testing.

The student should maintain copies of the documents listed above. Affiliating agencies may require the student to provide a copy of the documentation.

**NOTICE AND RELEASE - READ CAREFULLY BEFORE SIGNING**

**I, the undersigned applicant to the Cardiac Sonography program at Arkansas Tech University Ozark Campus, understand that participation in a clinical experience is part of the Cardiac Sonography program and that participation in a clinical experience includes working as a student at an affiliating agency. I understand that I will be responsible for all travel, meals and lodging associated with clinical education. I further understand that affiliating agencies have the right to establish requirements for participation in clinical experience.**

**I understand that I am responsible for providing copies of the documentation requested by the affiliated agency. I understand and agree that if I am rejected for participation in a clinical experience by an affiliating agency or if I refuse to submit to checks or tests that are required by an affiliating agency in order to participate in a clinical experience, I may be unable to complete my program of study and graduate from the Cardiac Sonography program. I hereby release Arkansas Tech University-Ozark Campus, its employees and all affiliating agencies from any liability with regard to my participation in a clinical experience and decisions made concerning my participation in a clinical experience.**

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Student Name

---

Date

---

Student Signature



OZARK CAMPUS

CARDIAC SONOGRAPHY PROGRAM APPLICATION FOR ADMISSION

Last Name			First Name			Middle Name		
Mailing Address								
City			State			Zip Code		
Tech T#			Social Security #			Date of Birth		
Home Phone			Cell Phone			Email		
Please indicate if you are currently a student of:								
<input type="checkbox"/> Arkansas Tech University			<input type="checkbox"/> Arkansas Tech University – Ozark Campus					
Have you previously attended another Cardiac Sonography Program or Diagnostic Medical Sonography Program?								
<input type="checkbox"/> No			<input type="checkbox"/> Yes Name of school attended _____					

(Remember to forward transcripts for all previous schools attended to the Office of Student Services, 1700 Helberg Lane, Ozark, AR 72949)

Please attach: Two (2) typed reference letters from professionals, instructors or someone that can testify to your character and work ethic. Letters from family members will not be accepted.

An original typed TWO page double-spaced in Times New Roman 12-point font with normal 1” margins essay on the following topic: 1. **Why you want to be an Adult Cardiac Sonographer.** 2. **Use at least one example from cardiac experiences you have had.** 3. **Explain your understanding of what this profession entails and what your role as a Cardiac Sonographer would be.**

I certify that the above information is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY					
GPA _____	Date Received _____	Received by _____			
	Essay Received _____	References Received _____			
Clinical Participation _____	Essential Functions _____	CPR _____			

## OBSERVATION MEMORANDUM

It is not **required** of applicants to observe a cardiac sonographer; however, all applicants are able and encouraged to volunteer to be a mock patient for current students in the Cardiac Sonography program during the spring semester of 2025. This allows the applicant to interact with current students and to gather a better understanding of the cardiac sonography program and field. To volunteer, email the cardiac sonography clinical coordinator, Candace Case, at [ccase3@atu.edu](mailto:ccase3@atu.edu) as early as possible to secure a spot.

**CARDIAC SONOGRAPHY PROGRAM**  
**Student Recommendation Form**

**Evaluator:** Please return to the applicant in a sealed envelope with the signature over the seal, email alliedhealth@atu.edu, or mail to: Arkansas Tech University-Ozark Campus, Attention: Cardiac Sonography Program Secretary, 1700 Helberg Lane, Ozark, AR 72949.

Thank you for providing this invaluable information on behalf of:

Applicant's  
Name:

--	--	--

Last

First

Middle

In your experience with the applicant, please rate the following:

	Superior	Good	Fair	Poor	N/A
Attitude					
Dependability					
Integrity					
Ability to work with others					
Ability to work independently					
Initiative					
Level of professionalism					
Oral Communication Skills					
Written Communication Skills					
Leadership Ability					

What is your relationship to the applicant?

Instructor     
  Supervisor     
  Employer     
  Other

If other, please specify: \_\_\_\_\_

Overall Recommendation:

Strongly Recommend     
  Recommend     
  Recommend with reservations     
  Do not recommend

Evaluator's Name \_\_\_\_\_ Title \_\_\_\_\_

Preferred Contact and Information \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CARDIAC SONOGRAPHY PROGRAM Student Recommendation Form

**Evaluator:** Please return to the applicant in a sealed envelope with the signature over the seal, email alliedhealth@atu.edu, or mail to: Arkansas Tech University-Ozark Campus, Attention: Cardiac Sonography Program Secretary, 1700 Helberg Lane, Ozark, AR 72949.

Thank you for providing this invaluable information on behalf of:

Applicant's  
Name:

--	--	--

Last

First

Middle

In your experience with the applicant, please rate the following:

	Superior	Good	Fair	Poor	N/A
Attitude					
Dependability					
Integrity					
Ability to work with others					
Ability to work independently					
Initiative					
Level of professionalism					
Oral Communication Skills					
Written Communication Skills					
Leadership Ability					

What is your relationship to the applicant?

Instructor     
  Supervisor     
  Employer     
  Other

If other, please specify: \_\_\_\_\_

Overall Recommendation:

Strongly Recommend     
  Recommend     
  Recommend with reservations     
  Do not recommend

Evaluator's Name \_\_\_\_\_ Title \_\_\_\_\_

Preferred Contact and Information \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CARDIAC SONOGRAPHY PROGRAM VIRTUAL MEETING INFORMATION

**Kristen Wendling is inviting you to a scheduled Webex webinar.**

Wednesday, February 26, 2025

6:00 PM | Central Time (US & Canada) | 1 hr

**Join from the webinar link**

<https://atu.webex.com/atu/j.php?MTID=maf2e8d3258d1244c7e4f10559092e5f>

**Join by the webinar number**

Webinar number (access code): 2631 575 1649

Webinar password: ktJT3VHFP36 (58583843 when dialing from a phone or video system)

**Tap to join from a mobile device (attendees only)**

[+1-469-210-7159,26315751649#58583843](tel:+1-469-210-7159,26315751649#58583843) United States Toll (Dallas)

[+1-415-655-0001,26315751649#58583843](tel:+1-415-655-0001,26315751649#58583843) US Toll

Some mobile devices may ask attendees to enter a numeric password.

**Join by phone**

+1-469-210-7159 United States Toll (Dallas)

+1-415-655-0001 US Toll