

## **Admissions & Enrollment**

### Application:

Prospective applicants to the residency program should make contact with CARTI prior to February 1 of the year preceding the desired residency. Application packets will be sent to the applicant as soon as requested. The application packet must be completed and received prior to April 1. Incomplete application packets will not be accepted. The contents of the completed application packet will include:

1. Instructions for residency application packet completion.
2. Residency application form.
3. CARTI employment application form.
4. Graduate program transcript. Transcripts must be official and with the CAMPEP school's seal for authenticity. Photocopies and unofficial transcripts are unacceptable.
5. Three letters of recommendation. These are to be mailed directly from the individual referring the applicant to the CARTI residency program director.
  - a. One letter of reference must be from the program director or dean of your CAMPEP (or equivalent) program.
  - b. One letter of reference must be from an instructor of your graduate studies.

All items above should be sent via certified mail to:

Lawrence Berkley • CARTI Medical Physics Residency Program Director  
#4 Saint Vincent Circle • Little Rock, AR 72205

### Pre-Requisites:

Applicants must satisfy the following criteria in order to be considered for acceptance into the residency program:

4. Graduate of a CAMPEP approved Medical Physics program with a Masters or Doctoral degree. Graduates of non-CAMPEP approved programs will be considered if the didactic component is determined, by the CARTI medical physics staff, to be meet the CAMPEP didactic standards.
5. Graduated with at least a 3.0 cumulative overall GPA.
6. Meets CARTI employee requirements.

### Interviews:

The applicants who complete the application package and meet the pre-requisites will be ranked according to the information provided in the packet. The top 5 applicants will be chosen for interviews.

The interview process will be standardized and formal questions will be the basis for the interview. The interview process will be designed to assess the applicant's general aptitude, commitment to the profession, and ability to complete the program successfully. It is preferred that interviews be conducted on the CARTI campus, however, the program director may decide to allow the interview to be conducted via telephone should there be extraordinary circumstances preventing a timely on-site interview.

Status of Application, Determination of Award, Time for Acceptance:

All applicants will be notified that the application packet has been received by means of returned certified mail receipt.

Based upon all of the information obtained, the top three candidates will be selected and ranked according to their overall performance. The top candidate will be given a maximum time of one week to determine whether he/she will accept the position. If the applicant declines the offer, the same offer will be made to the second and third candidates respectively. Each will be given one week to determine whether he/she will accept the position.

All applicants will receive a written response to their application giving the status of their application.