



Diagnostic Cardiovascular Technology Adult Echocardiography Registration Packet

What You Need to Do Next:

To register for Cardiovascular Technology Adult Echocardiography and secure your spot, email all required documents as a complete packet to **SHSCE@Kilgore.edu** by the registration deadline **December 4, 2026**.

Important Notes:

- You are required to be a ARDMS Credentialed Sonographer and Employed by a hospital or clinic in order to take this course.
- You are not officially registered until we have received all required documents.
- This is a high-demand course and registration is on a first-come, first-served basis.
- To avoid delays, please ensure your packet is complete when submitted.
- If you are emailing your documents, please download a PDF scanner app such as CamScanner, Genius Scan, etc. to email a clear legible copies of your documents. To bring your registration documents in person our office is located on the Kilgore Campus
 - Torrence Health Sciences Education Center; Office 106 or 109C
1610 S. Henderson Blvd. Kilgore, Tx 75662

Step 1- Submit Required Documents:

Please email or deliver clear copies of the following:

- Copy of Certification card or ARDMS ID Number (To verify active status in registry)
- Copy of Driver's License
- Employer Verification Form
- Please utilize checklist included in this packet to verify you have all required documents
- Send Registration Form and all required documents in one email

Step 2 - Textbooks & Tuition Payment:

- After you have turned in all documents and your ARDMS registry has been verified, you will receive an email titled "Registration Complete".
- **At that time, tuition payment is due within 3 business days, if your employer is covering your tuition please let us know.**
- Textbooks to be purchased:
 - Echocardiography; The Notebook & The Workbook 9; By: Susan King Dewitt - \$185.00
 - Basic to Advanced Clinical Echocardiography: A Self-Assessment Tool for the Cardiac Sonographer; 1st Edition - \$99.50

Class Schedule: (Calendars below for reference)

DIDACTIC & SKILLS LAB

- Hybrid
- Duration: 14 Weeks
 - January 11 - April 23, 2027
- Lecture and Coursework will be completed Online via Blackboard
- Skills Labs - On Kilgore Campus
 - Every other Thursday; 6:00p - 9:00p

DIDACTIC ONLY

- Online
- Duration: 14 Weeks
 - January 11 - April 23, 2027
- Lecture and Coursework will be completed Online via Blackboard
- Mandatory Live Virtual Sessions
 - Every Wednesday; 6:00p - 7:00p

Skills Lab Location:

- Torrence Health Sciences Education Center, Building G87
 - 1610 S. Henderson Blvd. Kilgore, Tx 7566 Longview, Tx 75601

Required Supplies:

- Textbooks and Workbook
- Laptop or Tablet
- Scrubs; to be worn in Skills Lab

If you have any questions, please contact **Kristen Turner** at kturner1@kilgore.edu or 903-983-8645



Kilgore College - Employer Verification Diagnostic Cardiovascular Technology Adult Echocardiography

Kilgore College is required to verify the student's current employment status, as the employer will be accommodating the completion of required supervised clinical hours at the employee's place of employment. This verification is required for program registration and does not alter the employee's job classification, compensation, or employment status.

Student Name: _____

Course Dates: January 11 - April 23, 2027

Clinical Requirement: 288 supervised clinical hours

Clinical Start: Student responsible for obtaining and setting up clinical hours

Facility Name: _____

Department: _____

Supervisor / Preceptor Name & Credentials: _____

Phone / Email: _____

Completion of this form by an authorized employer representative confirms that:
The individual listed is currently employed by the organization;

The organization approves the employee's participation in supervised clinical training totaling 288 clinical hours in Adult Echocardiography; and

The organization acknowledges that a designated supervisor and/or preceptor will be responsible for completing and submitting the required Clinical Verification (CV) Form to document the employee's clinical experience in accordance with credentialing-style (e.g., ARDMS) documentation standards.

Employer Attestation:

By signing below, I attest that the above-named employee is currently employed at this facility, will be permitted to complete 288 supervised clinical hours in Adult Echocardiography during the dates listed above, and that the employer or designated preceptor is responsible for completing the Clinical Verification (CV) Form consistent with ARDMS-style documentation standards.

Supervisor / Preceptor Signature: _____

Title: _____

Date: _____



WORKFORCE DEVELOPMENT

COMMUNITY EDUCATION

Kilgore College WDCE Course Registration Form

Please Note: This is a fillable PDF form and should not be completed by hand. For best results, view and complete the form on a computer or smartphone using a PDF reader.

Date: _____

Social Security #: _____

In order to help us protect your Social Security number, the college computer system will convert your SS# into your student ID# for your record.

Student ID #: _____

Name: _____
(Last Name) (First Name) (Middle Initial)

Mailing Address: _____ County: _____

City: _____ State: _____ Zip: _____

Business or Cell Phone () _____

Email: _____

Date of Birth: _____ Gender: _____

US Citizen: _____ If no, what country? _____

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following question:

1. Please select the racial category or categories with which you most closely identify.

Course Name

Start Date

Are you currently employed as a Sonographer? _____

Where? _____

License ID _____

Licensing Agency _____



Diagnostic Cardiovascular Technology - Adult Echocardiography Registration Checklist

- ☐ Copy of Driver's License
- ☐ Copy of ARDMS Certification Card or ID Number (To Verify
Active status in Online Registry)
- ☐ Employer Verification Form
- ☐ Workforce Development Registration Form

Submit ALL documents in one email to SHSCE@kilgore.edu

DIDACTIC & SKILLS LAB

JANUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1 New Year's Day	2
3	4	5	6	7	8	9
10	11 DSAE 1008	12	13	14 Skills Lab 6-9pm	15	16
17	18 Campus Closed M L King Day	19	20	21	22	23
24	25	26	27	28 Skills Lab 6-9pm	29	30
31						

FEBRUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4 DSAE 1003	5	6
7	8	9	10	11 Skills Lab 6-9pm	12	13
14	15 Presidents' Day	16	17	18	19	20
21	22	23	24	25 Skills Lab 6-9pm	26 Campus Closed	27
28						

MARCH 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1 DSAE 2204	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 Skills Lab 6-9pm	19	20
21	22	23	24	25	26 Campus Closed Good Friday	27
28 Easter Sunday	29	30	31			

APRIL 2027

SUN	MON	TUE	WED	THU	FRI	SAT
				DSAE 20551 Skills Lab 6-9pm	2	3
4	5	6	7	8	9	10
11	12	13	14	Skills Lab 6-9pm	15	16
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DIDACTIC ONLY

JANUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1 New Year's Day	2
3	4	5	6	7	8	9
10	11 DSAE 1008	12	13 1 Hour Live Session	14	15	16
17	18 Campus Closed M L King Day	19	20 1 Hour Live Session	21	22	23
24	25	26	27 1 Hour Live Session	28	29	30
31						

FEBRUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3 1 Hour Live Session	4 DSAE 1003	5	6
7	8	9	10 1 Hour Live Session	11	12	13
14	15 Presidents' Day	16	17 1 Hour Live Session	18	19	20
21	22	23	24 1 Hour Live Session	25	26 Campus Closed	27
28						

MARCH 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1 DSAE 2204	2	3 1 Hour Live Session	4	5	6
7	8	9	10	11	12	13
14	15	16	17 1 Hour Live Session	18	19	20
21	22	23	24 1 Hour Live Session	25	26 Campus Closed Good Friday	27
28 Easter Sunday	29	30	31 1 Hour Live Session			

APRIL 2027

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
			DSAE 2055			
4	5	6	1 Hour Live Session7	8	9	10
11	12	13	1 Hour Live Session14	15	16	17
18	19	20	1 Hour Live Session21	22	23	24
25	26	27	28	29	30	

MAY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
