**NUCLEAR MEDICINE TECHNOLOGY PROGRAM**

Health Science, Education and Wellness Institute

**INSTRUCTION CHECKLIST FOR NUCLEAR MEDICINE TECHNOLOGY 2018 APPLICATION**

**APPLICATION DEADLINE: FEBRUARY 28, 2018**

To apply to the Nuclear Medicine Technology program, you will need to complete the following steps:

**STEP 1: BELLEVUE COLLEGE ADMISSION APPLICATION**

If you are a first time Bellevue College student OR a former BC student who is returning to the college after four or more quarters, you must apply to the college first (Bellevue College General Admissions Application: <https://www.bellevuecollege.edu/admissions/?utm_source=bchomepage&utm_medium=button&utm_campaign=applybtn>)**. You will be charged a combined admission and placement fee of $55.00.** This fee will be charged to your account and you will pay those fees with the first quarter tuition.

**RECOMMENDATION: Complete this step as soon as possible. It may take several business days for your admission application to be processed and you cannot submit your Nuclear Medicine Technology application until you have been admitted to the College.**

**STEP 2: NUCLEAR MEDICINE TECHNOLOGY PROGRAM APPLICATION (ONLINE)**

**RECOMMENDATION: Please review STEP 3 through STEP 7 at your earliest opportunity and prepare these items in advance. This will help you prepare for submission of the final program application. You will NOT be able to stop and save your program application, so it is important that all additional documents be completed BEFORE you start the online application.**

Complete the Nuclear Medicine Technology program application at <https://www.bellevuecollege.edu/nucmed/apply/>. This is an online application and you will be required to submit several additional items as attachments as part of the application. The online application will be available on December 1, 2017.

**STEP 3: REQUIRED PREREQUISITE DOCUMENTATION**

Prepare your prerequisite documentation. Complete the Nuclear Medicine Technology Prerequisite Worksheet (available here: //s.bellevuecollege.edu/wp/sites/51/2017/11/NMTEC-Application-Prerequisite-worksheet-2018.pdf) by entering the Course(s) Taken, Completion Year/Quarter, Numerical Grades and Credits for each of your required prerequisite courses. You will also need to enter details on any unmet prerequisites that you plan to take in winter, spring or summer, 2018. After you have completed the prerequisite worksheet, save this form. You will be submitting this page with your program application. You MUST include the completed prerequisite worksheet or your application will not be processed.

**STEP 4: PERSONAL STATEMENT**

Prepare a personal statement of not more than 500 words discussing **unique attributes that you will bring** to the program; any **personal or imposed challenges or hardships you have overcome** in pursuing your educational or work goals; or any **other special considerations** that you believe will make you a good candidate for the program.

Please save your document as a DOC, DOCX or PDF. Upload the saved document to the online application as instructed.

**STEP 5: UNOFFICIAL TRANSCRIPT(S)**

You must also attach a copy of your unofficial transcripts from **each** college you have attended for the prerequisite courses other than Bellevue College. Official copies of all transcripts must be on file with Bellevue College Student Services OR with the Nuclear Medicine Technology department prior to the end of the application period.

**STEP 6: RESUME**

Your application must include a current resume. Please save your resume as a DOC, DOCX or PDF file. Upload the saved document to the online application as instructed.

**STEP 7: REFERENCE LETTER**

You will need to attach a reference letter from a current or previous employer. Please save your reference letter as a DOC, DOCX or PDF file. Upload the saved document to the online application as instructed.

**STEP 8: PAY NUCLEAR MEDICINE APPLICATION FEE ($40)**

There is a $40.00 non-refundable program application fee. You will be required to pay this fee as part of your online application. Your application will not be submitted successfully until this fee has been paid.

**STEP 9: CONFIRMATION OF YOUR APPLICATION**

Once your online application has been successfully submitted, you will receive an email confirmation. Please save your confirmation as verification of your submission.

**STEP 10: SUBMISSION OF OFFICIAL TRANSCRIPTS**

If your official transcripts are not already on file with Bellevue College Evaluations/Student Services, please have copies of your official transcripts sent to:

Nuclear Medicine, MS T208

Bellevue College

3000 Landerholm Circle SE

Bellevue, WA 98007-6484

Official transcripts must be on file at the college no later than February 28, 2018.

**INSTRUCTIONS FOR REQUIRED HOSPITAL OBSERVATION**

1. Print copies of the required observation form from our website at <http://s.bellevuecollege.edu/wp/sites/51/2016/11/NMTEC-observation-form-10.21.16.docx>.
2. Email Suzanne Lane ([suzanne.lane@bellevuecollege.edu](mailto:suzanne.lane@bellevuecollege.edu)) with the clinic(s) that you are interested in visiting for your observation(s). She will email you with the details on documentation that is required for your observation(s). After you have returned all required documents to her, she will forward them to the clinic(s) on your behalf.
3. When you have been approved for observation, Suzanne will provide the contact information. You can then contact the clinic to arrange an appointment time. Three hours is the maximum visit. Be sure to bring the observation form with you and have it signed by the technologist who hosts you.
4. Complete your observations before the first interview. Bring copies of the observation form with you to the interview.
5. Documentation required for observation often includes (but is not limited to):

* TB tests (2 within the last 12 months)
* Tdap vaccine
* MMR vaccine or positive titers
* Varicella vaccine or positive titer
* Current year flu shot
* Background check – if one is required, you can obtain a Washington State Patrol background check for a nominal fee at <https://fortress.wa.gov/wsp/watch/>. Save an electronic copy of your background check results for submission with your documentation (if required).