**NUCLEAR MEDICINE TECHNOLOGY PROGRAM**

Health Science, Education and Wellness Institute

**INSTRUCTION CHECKLIST FOR NUCLEAR MEDICINE TECHNOLOGY 2022 APPLICATION**

**APPLICATION DEADLINE: FEBRUARY 28, 2022**

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

### STEP 1: APPLY TO BELLEVUE COLLEGE (GENERAL ADMISSION)

### **Bellevue College just transitioned to the ctcLink data management system in November, 2021.  If you have not updated your BC student information within the last month to obtain a new, ctcLink SID, you will need to do so before submitting your Nuclear Medicine Technology application.**

If you are a first time Washington community college student or a previous Washington community college student who is returning to the college after four or more quarters or a student who is not yet registered in ctcLink and does not have a ctcLink issued student ID number, you must apply to the college first. If you are a current Bellevue College student with a ctcLink issued ID number, please proceed to step 2.

[APPLY NOW!](https://www.bellevuecollege.edu/admissions/)

* + The link takes you to the [Apply for Admission to Bellevue College](https://www.bellevuecollege.edu/admissions/) site. Follow the instructions provided and make sure to **complete the application process by clicking on the Submit Button**located at the bottom of the college listing of choices**.**
	+ Allow three business days for the college to process your application. The college will then send you a welcome email with your student ID and instructions for your next steps.
	+ The college places a $66 admission/placement fee on your account at the time we process your application. You pay this fee at the time you pay your first quarter tuition. Once paid, the fee is non-refundable.
	+ If you do not register for classes, you do not pay the application fee.

**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: COMPLETE YOUR NUCLEAR MEDICINE PREREQUISITE TRACKING FORM)**

**Complete the** [**Nuclear Medicine Technology prerequisite tracking form.**](https://www.bellevuecollege.edu/wp-content/uploads/sites/51/2021/10/NMTEC-Application-Prerequisite-Tracking-Form-10.19.21.xlsx) Please enter Course(s) Taken, Completion Year/Quarter, Grades and Credits for each of your required prerequisite courses.  Enter additional details on any unmet prerequisites that you plan to take in winter, spring or summer prior to the start of the program. Save and submit the completed prerequisite form with your program application. If you do not include a completed prerequisite tracking form, your application will not be processed.

**STEP 3: PREPARE YOUR SUPPORTING MATERIALS**

* 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 pursing 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 documents as a DOC, DOCX or PDF.  You will upload the saved document to the online application as instructed.
* Provide a reference letter from a current or previous employer.  Please save your reference letter as a DOC, DOCX or PDF file. Upload your reference letter to the online application as instructed.
* Attach a copy of your unofficial transcripts from each college you have attended for prerequisite coursework other than Bellevue College. All accepted applicants must provide official transcripts for all prerequisite coursework to Bellevue College Evaluations, Student Services or the Nuclear Medicine Technology department as required after acceptance.
* Attach a current resume.  Please save your resume as a DOC, DOCX or PDF file.  Upload your resume to the online application as instructed.

**STEP 4: SUBMIT YOUR APPLICATION THROUGH COMMONAPP**

Nuclear Medicine Technology (NMTEC) is a selective admission program at Bellevue College. The NMTEC Program uses the Common App system to manage all program applications. Click [HERE](https://apply.transfer.commonapp.org/applicant-ux/#/deeplink/programSearch/organization/2570265589705711810) to get started on your Fall 2022 application!.

Your application payment will be accepted at the time of completion. Please have your form of payment prior to beginning the application. The application fee for the Nuclear Medicine Technology application see is $40. Please save your confirmation email as proof that your application has been successfully completed.

For a detailed set of instructions for the Nuclear Medicine Technology application within the Common App System, please download our [checklist](https://www.bellevuecollege.edu/wp-content/uploads/sites/49/2021/10/RAIS-Application-Instructions.pdf)!

**INSTRUCTIONS FOR REQUIRED HOSPITAL OBSERVATION**

1. Review all instructions for required observations here: <https://www.bellevuecollege.edu/nucmed/advising/observations/>.
2. Print copies of the required observation form from our website at <https://www.bellevuecollege.edu/wp-content/uploads/sites/51/2019/01/NMTEC-observation-form-1.18.19.docx>.
3. Email Suzanne Lane (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) and the steps that you must take to submit documentation and arrange your observation time.
4. Follow all instructions as provided to either submit required documentation and information directly to the clinical site OR to return documentation to Suzanne if instructed.
5. Complete your observations before the first interview. Bring copies of the observation form with you to the interview.
6. 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).