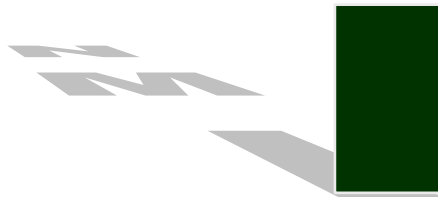




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**Nuclear Medicine Institute
The University of Findlay
1000 N. Main Street
Findlay, OH 45840**

**Telephone: (419) 434-4708
e-mail: nmi@findlay.edu**

**Web site: [http://www.findlay.edu/academics/colleges/cohp/
academicprograms/undergraduate/NMIP/default.htm](http://www.findlay.edu/academics/colleges/cohp/academicprograms/undergraduate/NMIP/default.htm)**

2009-2010

WHAT IS NUCLEAR MEDICINE TECHNOLOGY?

Nuclear Medicine Technology is a paramedical field concerned with the safe and effective use of radioactive materials for the diagnosis of various disease states and for the treatment of some specific disorders.

WHO IS A NUCLEAR MEDICINE TECHNOLOGIST?

A nuclear medicine technologist is a highly trained individual who has a solid background in mathematics and the physical, chemical, and biological sciences. Under the supervision of a physician, the nuclear medicine technologist is responsible for the preparation and quality control of radiopharmaceuticals, the performance of in vivo imaging procedures, instrumentation quality control, and the computer analysis of data used by the physician for diagnosis. The nuclear medicine technologist works closely with other allied health personnel and professionals within the medical community to provide quality patient care.

WHY THE NUCLEAR MEDICINE INSTITUTE?

The Nuclear Medicine Institute started in 1966 as a hospital based program in nuclear medicine technology. Originally located in Cleveland, Ohio, the Institute moved to the campus of The University of Findlay in 1984. Throughout the history of the Institute, our graduates have contributed significantly not only to the medical field, but to other related fields as well. Graduates have used their nuclear medicine skills as a stepping stone into other health or technical fields and advanced professions including medicine and law. Over 1300 students have successfully attended the Institute, and it is estimated that over 80% of them continue to maintain their certification in the field.

Part of the Institute's mission is to supply the field of nuclear medicine technology with highly skilled, knowledgeable, and concerned technologists who can provide quality patient care in the medical community. The quality of the NMI graduate is known nationwide.

LOCATION/FACILITIES:

The Nuclear Medicine Institute is owned and operated by The University of Findlay and is governed by The University's Board of Trustees. It is located on The University campus and has its own dedicated classroom, lab, patient care area and student resource center. The NMI Classroom Building is located at 349 Trenton Avenue. The NMI faculty and staff offices are located at 336 West Foulke Avenue, directly behind the NMI Classroom Building. University facilities available to all University students which may be of interest to the NMI students include The Ralph and Gladys Koehler Fitness and Recreation Complex (indoor track, basketball, volleyball, tennis courts), Wilbur and Maxine Clauss Ice Arena, Croy Physical Education Center (gymnasium, swimming pool, and racquetball courts), the Gardner Fitness Center (exercise and weight rooms), Shafer Library, Alumni Memorial Union, Bucher Center (enrollment services, counseling services), and the Cosiano Health Center.

ACCREDITATION:

The Nuclear Medicine Institute - The University of Findlay had its accreditation renewed in 2008 by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT). The Institute operates in accordance with the accreditation standards set forth in the "*Essentials and Guidelines of an Accredited Educational Program for the Nuclear Medicine Technologist*". A copy of these "*Essentials*" is available on line at the following web site: <http://jrcnmt.org/essentials.asp>.

CERTIFICATE/DEGREE PROGRAM:

The course of study offered by the Institute is a 12 month certificate program in nuclear medicine technology. This certificate may be applied towards a two year associate or four year baccalaureate degree. Individuals interested in a degree program should contact the Office of Admissions at The University of Findlay.

Upon successful completion of the program, the student may be eligible to apply for the national certification examination in nuclear medicine technology offered by The American Registry of Radiologic Technologists (ARRT) and/or the Nuclear Medicine Technology Certification Board (NMTCB). In many States, certification by either one of these two national organizations is needed to apply for licensure so that the individual may legally work within the confines of that State.

Students enrolled in the nuclear medicine technology training program at the Institute, should be aware of the eligibility requirements of the national certification boards in regards to prior conviction, a plea of guilty, or a plea of nolo contendere to a crime which is either a misdemeanor or felony. Students may file a pre-application with one of the boards in order to obtain a ruling of the impact on their eligibility for examination. A student should contact the individual examination boards directly.

AFFILIATE COLLEGES/UNIVERSITIES:

The certificate program offered by the Nuclear Medicine Institute is currently accepted by nine academic affiliates, including The University of Findlay, towards completion of an associate or baccalaureate degree. Specific information on these conjoint programs is available from the individual academic affiliate. A list of these academic affiliates is available upon request and can be found on The University of Findlay – NMI web site.

AFFILIATE CLINICAL SITES:

NMI cooperates with a number of approved affiliate hospitals and radiopharmacies throughout the United States. These sites can be found in Arizona, Florida, Illinois, Indiana, Kansas, Kentucky, Massachusetts, Michigan, Missouri, New York, Ohio, Pennsylvania, Rhode Island, Texas, and Virginia for the clinical internship of NMI students. A list of these affiliates is available on The University of Findlay - NMI web site. A direct link to the NMI web page is: <http://www.findlay.edu/academics/colleges/cohp/academicprograms/undergraduate/NMIP/default.htm>.

CURRICULUM:

A conjoint advisory committee, with a representative from each affiliate hospital, academic affiliate, and radiopharmacy provides guidance for curriculum development and help in assessing the program's needs. The program consists of one semester of academic instruction, 35 weeks of clinical training, and one week of review including the final exam. The academic instruction and review week/final exam take place at the Institute. The clinical training takes place at one or more of NMI's clinical affiliates and possibly a radiopharmacy affiliate.

During the academic instruction, classes meet for 28-32 hours per week, Monday through Friday. Each class hour is 50 minutes in length followed by a 10 minute break. Specific academic requirements must be met prior to the start of clinical training.

The didactic portion of the NMI Program consists of the following academic courses at The University of Findlay:

- NMED 406 Molecular Imaging Mathematics - 3 sem. hr.
- NMED 416 Molecular Imaging Physics - 2 sem. hr.
- NMED 425 Molecular Imaging Radiobiology - 1 sem. hr.
- NMED 435 Molecular Imaging Radiation Protection - 2 sem. hr.
- NMED 445 Molecular Non-Imaging Procedures - 3 sem. hr.
- NMED 455 Molecular Imaging Procedures - 5 sem. hr.
- NMED 462 Radionuclide Therapies - 1 sem. hr.
- NMED 465 Radiochemistry and Radiopharmaceuticals - 3 sem. hr.
- NMED 472 Molecular Imaging Instrumentation - 3 sem. hr.
- NMED 475 Molecular Imaging SPECT - 1 sem. hr.
- NMED 477 Molecular Imaging PET - 1 sem. hr.

Clinical training requires a time commitment of 40 hours per week. During this time, the student must document successful completion of a specified number of terminal educational objectives and clinical training hours and successfully complete assigned clinical projects.

The University of Findlay course designations for the clinical training session are as follows:

NMED 485 Clinical Nuclear Medicine I - 12 sem. hr.

NMED 486 Clinical Nuclear Medicine II - 12 sem. hr.

CREDIT FOR PREVIOUS NUCLEAR MEDICINE TRAINING:

Due to the specific nature of the Institute's program, previous secondary and postsecondary educational experiences are not considered to fulfill the requirements of the individual courses within the NMI Program. However, a student presently or previously enrolled in an accredited Nuclear Medicine Technology training program may apply for credit of the courses and/or clinical training received towards an AA or BS degree through The University of Findlay. The student should follow the normal application process for the Institute. In addition, the student should complete an application to The University of Findlay and submit an official training program transcript showing courses taken (including a course description or syllabus), clinical training received, and grades assigned for review. Questions regarding the transfer of previous post-secondary coursework towards a degree should be directed to the UF Graduate and Professional Studies Office.

A student under academic/disciplinary suspension or dismissal from another college/university or an accredited NMT program will not be considered for enrollment until eligible to return to his/her former program.

ADMISSION:

Applications for the NMI program are available from the Institute. Prospective applicants are encouraged to apply at least 9-12 months prior to the desired beginning class date since enrollment in the program is limited and clinical placement is competitive. Applications may be sent to NMI far in advance of the desired start date. A NON-REFUNDABLE \$25 application fee must accompany each application form. Applications received without the application fee are not processed.

Applications are accepted throughout the calendar year with the following deadlines. Please note that applications received after the deadline will be only be considered if time and space permits. NMI admits two classes per year, one in the Spring (January) and one in the Fall (August).

The following schedule is in regards to the Spring (January) NMI Class.

April 1 st (of the preceding year)	Application and fee must be submitted
May 1 st	High school and post secondary transcripts, references, and if needed, a letter from the applicant explaining the time line for the completion of the prerequisites must be submitted.
June 1 st	Tentative Letter of Acceptance and the list of available clinical affiliates or a letter informing the applicant of his/her status will be mailed to the applicant.
June 20 th	The student must return the list of available clinical affiliates with his or her choices indicated.
July 20 th	The student should receive a letter from NMI, indicating which clinical site to contact to schedule for an interview.
August 20 th	The student should have the clinical interview completed.
September 20 th	NMI will notify the student selected by the clinical site or if there is a need to interview at another clinical site.
December 1 st	The student must be accepted by a clinical training site and all official transcripts, health forms and supporting documentation should be submitted.

The following schedule is in regards to the Fall (August) NMI Class.

Nov 1 st (of the preceding year)	Application and fee must be submitted
Dec 1 st	High school and post secondary transcripts, references, and if needed, a letter from the applicant explaining the time line for the completion of the prerequisites must be submitted.
Feb 1 st	Tentative Letter of Acceptance and the list of available clinical affiliates or a letter informing the applicant of his/her status will be mailed to the applicant.
Feb 20 th	The student must return the list of available clinical affiliates with his or her choices indicated.
March 20 th	The student should receive a letter from NMI, indicating which clinical site to contact to schedule for an interview.
April 20 th	The student should have the clinical interview completed.
May 20 th	NMI will notify the student selected by the clinical site or if there is a need to interview at another clinical site.
July 1 st	The student must be accepted by a clinical training site and all official transcripts, health forms and supporting documentation should be submitted.

Persons applying to the program must document completion of high school or its equivalent, have completed and/or submit a plan of action for completing college/university (post-secondary) courses in the areas listed below. Seventy percent or better coursework must be achieved in each of the prerequisites. Additional college courses may be needed for degree completion. The applicant should contact his/her academic affiliate for degree completion specifications.

1. **Algebra** – College level algebra course emphasizing formula manipulation and problem solving. Knowledge of exponentials and natural logs is required. Calculator skills are expected.
2. **Computer** – Course should focus on basic computer operation and software.
3. **English Composition** – Course should emphasize skills in literature research and writing styles. Formal written papers must be required in the course syllabus. Papers written for other courses within a curriculum do not meet this requirement.
4. **General Chemistry** (Inorganic Chemistry) – Course should include traditional inorganic chemistry topics such as acids, bases, chemical reactions, bonding, etc. A course including a laboratory session is preferred. One semester or quarter is sufficient, however, two semesters or quarters are recommended.
5. **General Physics** (College physics) – Course should be algebra-based and cover the traditional physics topics such as mechanics, heat, light, electricity, optics, etc. A course including a laboratory session is preferred. One semester or quarter is sufficient, however, two semesters or quarters are recommended.
6. **Human Anatomy** – Course must cover the entire human body. Can be one or two semesters (or three quarters) and a laboratory session should be included. May be done in conjunction with Human Physiology.
7. **Human Physiology** – Course must cover the entire human body. Can be one or two semesters (or three quarters) and a laboratory session should be included. May be done in conjunction with Human Anatomy.

(Continued on next page)

8. **Medical Terminology** – Course should include the development of terms used in the field of medicine, vocabulary, and pronunciation. This course may be incorporated into another health profession course if appropriate documentation is provided.
9. **Speech/Oral Communications** – Course should include the theory and development of formal speeches and the oral presentation of a developed topic area. Speeches prepared and presented for other courses within a curriculum do not meet this requirement.
10. **CPR** – Certification must be valid during the entire clinical training period and may be obtained through a post secondary course, American Red Cross and/or American Heart Association. The CPR certification must cover adult, child and infant CPR.

Any course designated by a College/University as a Developmental course will not meet the NMI academic prerequisites.

Applicants receiving their post-secondary education outside the United States must have their credentials evaluated by an acceptable credentials evaluation service or University to show U.S. equivalency. Official transcripts or mark sheets and degree completion certificate in English attested to by a school official may be sent to NMI and NMI will have The University of Findlay's International Academic Advising and Services Office evaluate them. In addition, an official TOEFL score taken in the past two years must be sent to NMI. If the TOEFL score is below 600 or if no score is provided, then applicant will need to successfully complete the Intensive English Language Program prior to entering the NMI Program.

Examples of acceptable credentials evaluation services are:

The International Education Research Foundation
Credentials Evaluation Service
P.O. Box 66940
Los Angeles, CA 90066
(310) 390-6276

World Education Services, Inc.
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
(212) 966-6311

This evaluation must be completed and submitted directly to NMI by an acceptable credentials evaluation service. NMI does not pay fees associated with transcript evaluation.

Official copies of high school, college, and technical training transcripts must be forwarded to the Institute. When applicable, verification of registry status and/or a credentials evaluation must be on file with the Institute for review by the Admissions Committee. A minimum of three personal reference forms must be on file for review by the Admissions Committee.

A student enrolled at The University of Findlay or in one of NMI's academic affiliates as a nuclear medicine major and/or is being sponsored by a clinical affiliate, if academically qualified, will receive preference for class placement; however acceptance into the program is not guaranteed. Acceptance into the program is competitive based on the number of qualified applicants and acceptance of the applicant by an affiliate hospital for clinical training.

Additional NMI Program requirements include the following:

1. documentation of a minimum of eight hours of observation in any Nuclear Medicine Department. Please note that some clinical training sites require the student to spend additional observation time in order to be accepted for the clinical practicum at that particular facility.
2. acceptance by an NMI clinical affiliate for the 1400 hour practicum, which is coordinated by NMI and an interview process with the clinical affiliate.
3. documentation of good medical health which satisfies the requirements specified by NMI and the student's clinical training site.
4. Completion and acceptance of a student background check that will be coordinated with the student by NMI, before the student starts the program.

CALENDAR:

The program begins every August and January.

August 2008 Class

Didactic Session	August 25 – December 12, 2008
Clinical Training	December 15, 2008 – August 14, 2009
Review/Final	August 17-21, 2009
Graduation Date	August 25, 2009

January 2009 Class

Didactic Session	January 05 – May 01, 2009
Clinical Training	May 04, 2009 – January 01, 2010
Review/Final	January 04-08, 2010
Graduation Date	January 08, 2010

August 2009 Class

Didactic Session	August 24 – December 11, 2009
Clinical Training	December 14, 2009 – August 13, 2010
Review/Final	August 16-20, 2010
Graduation Date	August 24, 2010

January 2010 Class

Didactic Session	January 04 – April 30, 2010
Clinical Training	May 03, 2010 – December 31, 2010
Review/Final	January 03-07, 2011
Graduation Date	January 07, 2011

The University of Findlay and the Nuclear Medicine Institute honors the following legal holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

During the academic sessions Thanksgiving Recess, Spring Break, Fall Break and Easter Break are scheduled as appropriate.

The Institute recognizes any State/Legal holiday observed by the individual training sites for the students enrolled in clinical training at that site.

The University of Findlay and the Nuclear Medicine Institute reserves the right to adjust this calendar when necessary.

TUITION/FEES:

Cost of the 2009-2010 NMI Program is as follows:

Tuition	\$ 19,600.00
Board	2,143.00
Room (Double Room Residence Hall)	2,134.00
Student Activity Fee	75.00 (non-refundable)
Room Deposit	150.00 (refundable)
Health/Accident Insurance	245.00 (optional-must sign waiver)
General Service Fee	304.00 (non-refundable)
NMI Lab Fee	50.00
Total	\$ 24,710.00

If you are living on campus for the one semester, the refundable room deposit of \$150 is required. An optional health and accident plan is available at a nominal cost (approximately \$245.00). Information regarding this insurance plan should be sent to you with your billing statement. **Payment in full or an official UF Payment Agreement is due one week before classes begin.**

HOW TO PAY YOUR TUITION BILL

Student account payments are accepted by the following methods:

- **Pay by Electronic Check - Recommended**
Log on to www.findlay.edu. On the *Quick Find* menu choose *Payments Online* and follow the prompts.
- **Mail a check** to: The University of Findlay, 1000 North Main St, Findlay OH 45840. Make checks payable to "The University of Findlay." Be sure to provide the student's ID number and full name.
- **Pay In-Person**
Pay by cash or check at the Business Office which is located in Old Main. The office is open Monday through Friday from 8 a.m. – 4:30 p.m. Payments received after 3:30 p.m. are applied to the next business day.

- **Pay after Hours**

Deposit checks in a sealed envelope in the 24-hour drop box around the corner from the Business Office window. Be sure to provide the student's ID number and full name.

- **Pay online by Credit Card**

Pay by American Express, Discover, MasterCard and Visa credit cards via the web.

Log onto www.findlay.edu. On the *Quick Find* menu choose *Payments Online* and follow the prompts. There is a service charge for the convenience of making online credit card payments. The fee will be displayed for your review and acceptance before the payment is processed.

- **Pay by Touchtone Telephone**

Pay by American Express, Discover and MasterCard credit cards via a touchtone telephone by calling toll-free **1-866-546-7269** and following the prompts. There is a service charge for the convenience of making telephone credit card payments. The fee will be stated for your review and acceptance before the payment is processed.

PAYMENT AGREEMENT

Students who choose to defer payment must complete an official UF Payment Agreement to make four equal monthly payments for the semester. If your financial aid is coming through another school, please contact the UF Business Office at 419-434-4584 for instructions.

- For students in the didactic phase of the program in the fall semester, the payments are due Aug. 15, Sept. 15, Oct. 15 and Nov. 15.
- For students in the didactic phase of the program in the spring semester, the payments are due Dec. 15, Jan. 15, Feb. 15, and Mar. 15.
- Housing in the UF Physical Plant houses for NMI students, off campus housing, and commuter meal plans are not included in the Payment Agreement. They are paid separately.
- Monthly interest is charged at 1.5 percent each month on the outstanding

balance.

REGISTRATION FOR CLINICAL TRAINING

In order for a student to register for clinical training, his/her financial obligation to the University must be current. Following are the guidelines for registration:

- Students who deferred payments by signing a Payment Agreement must be current in their payments in order to register for next semester.
- Students who owe \$500 or more may not be allowed to register.

Questions concerning payment of these fees, the reimbursement policy, or the optional insurance plan should be directed to The University of Findlay's Business Office (419-434-4690).

Students accepted into the Nuclear Medicine Institute (NMI) may be enrolled in one of three ways—as University of Findlay (UF) degree-seeking students, as transient students who will take their courses at UF and transfer the credits back to the “home” institution (the college or university from which they are receiving the degree), and students who are enrolled at UF strictly for the NMI certificate.

Financial aid procedures for these different types of enrollment are described in the following. UF degree-seeking students may receive their usual aid for the didactic portion of the program (typically one semester). Transient students will work with the financial aid office at their respective “home” institutions. Certificate students may apply for aid, and determination of that aid will be made by The University of Findlay's Financial Aid Office.

Degree-seeking students at UF need to be aware that any institutional merit or need-based scholarship or grant will not renew for the clinical portion of the program.

Questions about the financial aid process may be directed to the financial aid office, located in Morey Hall. The phone number is 419-434-4791; email is finaid@findlay.edu.

An estimated cost of textbooks is \$600-700.

The University reserves the right to change the fee structure (and/or reimbursement policy) as necessary.

University housing is available and is discussed in the letter of tentative acceptance into the NMI program. An advance deposit of \$150 is required to ensure dorm housing. All questions regarding housing facilities or requests to reside off campus should be directed to the Office of Student Services at The University.

Housing Requirement

- A. As a condition of being admitted to The University of Findlay, every full-time undergraduate student who, **prior to the start of an academic year**, is under the age of 22 and has a class standing at The University of Findlay of either freshman (0-27 credit hours completed), sophomore (27.01-57 credit hours completed), or junior (57.01-87 credit hours completed) must reside in on-campus housing for the entire academic year. Class standing is determined strictly by number of credit hours successfully completed.

- B. A student classified at The University of Findlay as one of the following **prior to the start of an academic year** is not required to live on campus: senior (87.01 or more credit hours completed), graduate student, veteran, married student, part-time student, student age 22 or older, and student commuting from the home of a parent, grandparent, or legal guardian (who live within the 30-mile commuting radius). If a student in this category chooses to live on campus, then he or she is subject to all terms stated in the Housing License Agreement (see section C below).

- C. Once a student is assigned to on-campus housing, the Housing License Agreement is in effect for the entire academic year and may only be terminated for the following reasons: the student withdraws from the University; or the student is required to live away from Findlay in order to fulfill an academic program requirement (e.g. internship).

Requests to reside off campus or terminate a Housing License Agreement must be

initiated at the Office of Student Services. Requests will be referred to the housing appeals committee for review. Upon review, the committee will render a decision. This decision shall be final and is not subject to appeal. All students will be charged for room and meals until given permission, in writing from the committee, to reside off campus.

Each student must undergo a physical exam required by the clinical training site and/or NMI. Physical forms will be provided to the student. Some hospitals require a criminal background check, drug testing or screening and vaccination against many communicable diseases, including Hepatitis B and Rubella. All costs for any physical exam and/or medical testing, screening, vaccinations and criminal background check are the responsibility of the student.

The student will also incur expenses during the clinical training session which may include (but not be limited to) room and board, transportation, uniforms, and other miscellaneous expenses such as postage for submission of assignments and application fees for the national certification exams. Actual costs will depend on the geographical area to which the student is assigned.

During Review Week, students will need to make their own arrangements for housing and meals at local hotels/motels and restaurants.

The Reimbursement Policy in effect at The University of Findlay is as follows:

Tuition Refund Policy FIRST Semester of Enrollment Only

In the case of voluntary withdrawal from all course work for students in their first semester of enrollment at The University of Findlay, the tuition is refunded on the following basis:

Fall and Spring Semester (enrollment period 15 weeks)

Withdraw during the first calendar week 99%

Withdraw during the second calendar week 75%

Withdraw during the third calendar week 60%

Withdraw during the fourth calendar week 45%

Withdraw during the fifth calendar week 30%

Withdraw during the sixth calendar week 15%

After the sixth calendar week 0%

Tuition Refund Policy AFTER First Semester of Enrollment

In the case of voluntary withdrawal from all course work for students receiving Federal Title IV or State Funds, the tuition is refunded on the following basis:

*Withdraw on or before the first day of class 100%

*Withdraw after the first day of class through the first 10 % of the enrollment period 90%

*Withdraw after the first 10 % through the first 25 % of the enrollment period 50%

*Withdraw after the first 25% through the first 50% of the enrollment period 25%

In the case of voluntary withdrawal (no Federal Title IV or State Funds) or the reduction in number of credit hours, the tuition is refunded on the following basis:

Fall and Spring Semester (enrollment period 15 weeks)

During the first calendar week of the semester 99%

During the second calendar week 50%

During the third and fourth calendar week 25%

After the fourth calendar week 0%

Contact the Business Office for dates and refund percentages for all courses that do not fit into the above schedules.

It is the student's responsibility to contact his/her advisor or the Office of the Registrar and officially drop the classes before the start of the session in order to receive a 100% refund. Once the session has started, the student is only eligible for a maximum of 99% refund of tuition. Fees are non-refundable. Students should always retain a copy of all transactions related to adding or withdrawing from classes. Refunds are based on the day the course is officially dropped, not the last day the course was attended. If a student attends a class session, he or she is considered officially enrolled. Failure to drop a course could cause the student to receive an "F" grade and full charge for the class.

Financial Aid Refund Policy

When a student withdraws from all classes after the beginning of a term, the University's charges for tuition, fees, room, and board may be adjusted. In that event, adjustments to financial aid are likely as well. For the federal programs (e.g., Federal Pell Grant, Federal Supplemental Educational Opportunity Grant [SEOG], Federal Perkins Loan, Ford Federal Direct Loan, Federal PLUS Loan), adjustments will be made in line with federal regulatory policy, which allows the student to keep the federal aid that has been earned.

Dorm Room and Board Refund Policy

Before any charges will be refunded, a student must officially check out of his/her room. To officially check out, a student must contact a Residence Life staff member to schedule a check-out time, sign a room condition form after the staff member inspects the room, return all keys, and remove all personal belongings from the room.

DORM ROOM and BOARD charges are refunded according to the following schedule.

Check out during the first calendar week 90%

Check out during the second calendar week 75%

Check out during the third calendar week 60%

Check out during the fourth calendar week 45%

Check out during the fifth calendar week 30%

Check out during the sixth calendar week 15%

Check out after the sixth calendar week 0%

If a student is dismissed or suspended for disciplinary reasons, no cancellation of charges will be made regardless of the time the dismissal takes place.

FINANCIAL AID:

Financial aid procedures for these different types of enrollment are described in the following. UF degree-seeking students may receive their usual aid for the didactic portion of the program (typically one semester). Transient students will work with the financial aid office at their respective “home” institutions. Certificate students may apply for aid, and determination of that aid will be made by The University of Findlay’s Financial Aid Office.

Degree-seeking students at UF need to be aware that any institutional merit or need-based scholarship or grant will not renew for the clinical portion of the program.

Questions about the financial aid process may be directed to the financial aid office, located in Morey Hall. The phone number is 419-434-4791; email is finaid@findlay.edu.

ADDITIONAL INFORMATION:

While every effort is made to ensure the accuracy of the information available at the time copy is prepared for this brochure, The University and the Nuclear Medicine Institute reserves the right to make changes at any time without prior notice.

The University of Findlay and the Nuclear Medicine Institute is committed to the policy that all persons shall have equal access to its programs, facilities, and employment. No student shall be subject to discrimination in violation of State or Federal Law.

Any student admitted to The University of Findlay and the Nuclear Medicine Institute who has documentation identifying a learning disability has the right to request and receive modifications in accordance with Title V, Section 504 of the Rehabilitation Act of 1973. Any student who displays characteristics typical of a learning disability may request accommodations.

Information pertaining to the Student Right-to-Know and Campus Security Act is available upon request from the University's Office of Admissions and the Office of Student Services.

PROGRAM POLICIES AND PROCEDURES:

Additional information regarding the NMI program, policies, and procedures will be provided to the NMI student during the NMI Orientation Session held prior to the start of classes or on the first day of classes. An NMI Student Handbook outlining program policies and procedures is distributed and reviewed on the first day of class.

Frequently Asked Questions:

Thank you for showing interest in the Nuclear Medicine Institute at The University of Findlay. This section of the NMI Student Brochure was designed to help answer any questions you may have about nuclear medicine, NMI and the NMI admissions process. This section consists of frequently asked questions and the answer to those questions. If you have any specific questions that may not be addressed here, please feel free to contact us directly.

What is Nuclear Medicine?

Nuclear Medicine is a medical specialty concerned with the safe and effective use of radioactive materials for the diagnosis of various disease states and for the treatment of some specific disorders.

What does a certified Nuclear Medicine Technologist do?

Under the supervision of a physician, the nuclear medicine technologist is responsible for the preparation and quality control of radiopharmaceuticals, the performance of in vivo imaging procedures, instrumentation quality control, and the computer analysis of data used by the physician for diagnosis. The nuclear medicine technologist works closely with other allied health personnel and professionals within the medical community to provide quality patient care.

Is the NMI program accredited?

The Nuclear Medicine Institute has been fully accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) since 1979. NMI's accreditation was renewed in 2008 for a period of seven years, the longest accreditation time period possible. The Institute operates in accordance with the accreditation standards set forth in the "Essentials and Guidelines of an Accredited Educational Program for the Nuclear Medicine Technologist". A copy of these Essentials may be viewed on-line at <http://www.jrcnmt.org/essentials.asp>.

What prerequisite courses are needed?

A certified Nuclear Medicine Technologist is a highly trained individual who has a solid background in mathematics and the physical, chemical, and biological sciences.

Prerequisite courses for application to NMI include human anatomy, human physiology, general physics, inorganic chemistry, college algebra, oral communications, English composition, medical terminology, a basic computer course, and certification in cardiopulmonary resuscitation (CPR).

I have my college/university degree from another country. Can these courses be used to meet the NMI entrance requirements?

Applicants receiving their post-secondary education outside the United States must have their credentials evaluated by an acceptable credentials evaluation service, such as the World Education Service, Inc. or The International Education Research Foundation, or University to show U.S. equivalency. All applicants must document successful completion of the prerequisite courses regardless of the degree(s) acquired.

Do I need prior medical experience to apply to NMI?

Prior medical experience via working or volunteering is not required for admission to NMI. Each student that is tentatively accepted into the program must document a minimum of eight hours of observation in a nuclear medicine department prior to the start of the professional curriculum. A form to document this time will be provided, at the appropriate time. A few clinical affiliates require that the student selected to train in that facility will spend more than the minimum eight hours. This should be discussed during the clinical interview process.

Do I need a four-year degree to work as a nuclear medicine technologist?

At this time, a four-year college degree is not mandated, but it is encouraged. The accredited program offered by NMI is a one-year (52 weeks) certificate program. This certificate program is presently accepted by our eight academic affiliates towards completion of a two-year or four-year degree in nuclear medicine technology.

Since a degree is not required to work as a nuclear medicine technologist, what specifically is needed?

Completion of an accredited program in nuclear medicine technology, national certification in the field, and, in some cases, a state license are needed to work as a nuclear medicine technologist.

How do I obtain national certification as a nuclear medicine technologist?

Upon successful completion of an accredited program such as NMI's, you can apply and take the national certification exams in nuclear medicine technology. These exams are offered by the Nuclear Medicine Technology Certification Board (NMTCB) and by the American Registry of Radiologic Technologists (ARRT). The requirements for these exams can be found at nmtcb.org and arrt.org. Upon passing the exam, you will receive your certification which will allow you to obtain a state license, if needed, to work.

What if I was convicted of a crime and what is the policy regarding drug testing?

Child abuse clearance and student background checks are required. A particular site can refuse to accept a student if a criminal record exists or a positive drug test is noted. The clinical training sites also have the right to ask for random drug testing. Inability to gain clinical training results in an inability to meet program objectives and outcomes.

Students must comply with the ethical behavior expected of a healthcare professional. Additional information regarding ethical and professional behavior may be found at

nmtcb.org and/or arrt.org.

How many students does NMI accept?

NMI accepts between 45 and 50 students per class as long as clinical training sites are available. Classes may be smaller if the applicant pool is small. Recent applications for the program have exceeded the number of seats available per academic session.

What courses will I take at NMI?

The NMI curriculum contains the professional courses in nuclear medicine technology. Specifically, you will take courses in nuclear physics, radiation safety, radiation biology, radiopharmacy, imaging procedures, non-imaging procedures, medical ethics and law, radiation detection instrumentation, radionuclide therapy, and applied math. Course descriptions are available on the NMI website.

How much vacation time and sick time do I have during the program?

The NMI program runs for 52 consecutive weeks. During the academic session, NMI follows The University of Findlay's semester schedule. University recognized holidays and vacation breaks will appear on your daily schedule of classes. Clinical training begins immediately after the academic session. Once in clinical training, NMI recognizes seven legal holidays (New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day). During the clinical training session, you can take up to 80 hours of vacation/sick/personal time as arranged with your Clinical Supervisor.

When do I need to apply to NMI?

The application process should start at least one year prior to your anticipated start date. The completed application along with the application fee will start the process. Official high school and college transcripts must be received as well as a minimum of three personal reference forms. Deadlines are set for each step in the application process and may be reviewed on early pages within this brochure.

What happens to my application when it is received in the NMI office?

A file is created for you and placed in the applicant files for the specific class to which you have applied. You will receive an acknowledgement of your application, application fee and any other pertinent documentation that may have already been received. This letter will also indicate what documentation is missing from your file or prerequisite courses remaining to be documented.

Once I have sent my application and application fee to NMI, what do I do next?

Make arrangements for your official high school, college, and any postsecondary training transcripts to be sent **directly to NMI** (not to The University of Findlay). NMI may never receive any documents or transcripts sent to The University. This situation most likely will delay or deny your admittance into the program. If no transcripts are received by the time of review by the Admissions Committee, your file will be considered incomplete and you will not be considered for admission into the program for the class requested. You may want to contact NMI prior to the application deadline to determine what documents have been received and which documents are outstanding.

What do I do with the Reference Forms?

You should complete the appropriate section of the Reference Form and sign it prior to giving it to the individual that you have asked to serve as a reference. As a courtesy, you can also supply a stamped addressed envelope that your reference can use to submit the completed form. Your references can be teachers, college professors, coworkers, supervisors, friends, pastors, or anyone else who would be able to evaluate you on the characteristics indicated. A relative cannot serve as a reference. A minimum of three references must be on file at the time of review by the Admissions Committee. If there are not three references in your file at the time of review, your file is considered incomplete and will not be considered for admission into the program for the class requested.

What happens if I don't meet the application deadline for the class that I want to attend?

If your application is postmarked after the application deadline, you will not be considered for that specific class. Your application and file will automatically be placed in the next available class. There are no exceptions to the application deadline.

What happens to my application if my references or transcripts are not received by the documentation submission date?

All documents must be received by the documentation submission date in order for the application to move on to the next step, which is to be reviewed by the Admissions Committee. If there are fewer than three completed reference forms, or if there are official transcripts missing (including the high school transcript), then your application is considered to be incomplete and the Admissions Committee will not review or consider your application for the class desired.

Do I need to have all of the prerequisite courses completed prior to applying to the program?

No, you may apply at anytime. However, there must be a college or postsecondary transcript on file prior to the document submission deadline. This transcript may show partial completion of prerequisite courses and, if applicable, courses in progress. You should also provide a written plan of action that outlines how you plan on completing the remaining prerequisites.

If I apply and all of my documentation is received and course work completed by the deadlines, will I automatically be accepted into the program?

No. An application is just that. It is an application for consideration for acceptance. Acceptance is competitive based on the number of applications received, the number of degree-seeking applicants, and the number of clinical openings that exist. Many students that have all of the prerequisites documented with references on file and have met all of the deadlines still are not accepted into the program due to space limitations. Students enrolled as a nuclear medicine major at one of NMI academic affiliates are given preference for class placement, however, acceptance into the program is not guaranteed. Students should have an alternate major or plan of action should they not be accepted into the professional program.

What happens if the semester at the college that I am attending does not end until after the documentation submission date, so I don't have a transcript showing course grades?

Without an official transcript showing course grades, the Admissions Committee will have nothing to review and you will be denied admission based on an incomplete file. You cannot be accepted into the program without any documentation of successful completion of any of the prerequisite courses.

I received a "D" in one of the prerequisite courses. Can I still attend the program?

No. All prerequisite courses must have a "C" and/or "70%" or higher grade. Any prerequisite course with a "C-" or below must be repeated to meet the academic admission requirements of the program. Even if the low grade is acceptable by the college/university that you are attending, it does not meet the NMI requirements and therefore will need to be repeated prior to entering the NMI program.

I have applied for the certificate program only and I am not working towards a degree at any of the academic affiliates of the program. Will I still be able to attend the program?

Due to contracts with all of the academic affiliates, students enrolled in a degree-seeking program will be given preference for class acceptance. This does not mean automatic acceptance into the professional program, but only that the Admissions Committee will review those applicants first, assuming that all other application requirements such as official transcripts, reference forms, etc. are on file by the deadline. Once all academic affiliate degree-seeking applicants are reviewed and applicant status determined, the Admissions Committee will then consider certificate only applicants for the class.

When will I know if I am accepted into the program?

NMI sends tentative letters of acceptance by February 1 for the August academic session and by June 1 for the January academic session.

I received a letter of tentative acceptance for the program. What does this mean?

A tentative acceptance letter means that you can proceed to the next step of the admission process while completing any missing prerequisite courses. This next step involves working with the NMI Clinical Coordinator in obtaining a clinical training site. You will receive a letter from the NMI Clinical Coordinator outlining the process and steps for choosing and interviewing at the clinical site. It is vitally important that you follow the steps indicated and meet any deadlines given. Remember, not all approved clinical sites may be available at all times.

I received a letter indicating that I am an alternate for the class. What does this mean?

NMI receives many applications from qualified individuals applying to the program. Only a limited number of these applicants can be accommodated in any class. As an alternate, you would be considered for any opening in the class that may become available if any of the tentatively accepted students withdraw. The Admissions Committee will consider all alternates when an opening becomes available and the best possible candidate will be chosen.

If I am an alternate for a class and there are no openings available, will I automatically be accepted into the next class?

No, acceptance is not automatic. You can be considered for the next class, but your application goes through the same Admissions process that any new application goes through.

I received a letter indicating that my file was incomplete. What does that mean? Do I need to reapply for a future class?

The Admissions Committee could not review your application because the supporting documents (i.e., official high school, college, university, postsecondary transcripts, reference forms, CPR certification, etc.) were not on file by the published deadline. You will receive a form to indicate whether or not you want to reapply or want your file to be closed. This form needs to be submitted by the deadline or your file is automatically closed and destroyed.

I received a lettering stating that admission was denied. Why?

Based on the documentation in your file, the Admissions Committee determined that you did not meet the criteria for admission into the program. Your file is automatically closed and destroyed.

Will I need a physical exam?

Programmatic accreditation requires documentation that a student enrolled in a nuclear medicine technology program be free from communicable diseases and is able to physically and mentally handle the requirements of the program. A physical health form developed by The University of Findlay will need to be completed and returned to NMI prior to the start of classes. In addition, each clinical affiliate may require specific medical test results and exams be completed before the start of clinical training. You will be sent a copy of the UF Health Form and a list of the specific medical requirements that are site specific. All medical requirements must be met prior to the start of the NMI academic session and/or clinical training. The cost of all medical tests is the responsibility of the student.

When do classes start at NMI?

NMI starts two academic class sessions every year. Starting times are late August and early January. Dates for a specific class may be found on the NMI website.

What are the class times?

NMI classes are held from 8 am to 12 Noon and 2 pm to 5 pm Monday through Thursday. Classes, when scheduled, meet from 8 am to 12 Noon on Friday.

When is clinical training done?

Your clinical training will begin immediately following the academic session. Clinical training lasts 35 weeks. You are committed to a 40-hour training week for each of the 35 weeks for a total of 1400 clinical hours. Depending upon the facility, this time may be as five 8-hour days or four 10-hour days. Typically, no weekend training or on-call training or holiday coverage is required for the student.

Where can I do my clinical training?

Clinical training must be done in an accredited clinical facility. NMI presently has over 100 accredited sites throughout the US that are used for this training. Sites are located in Arizona, Florida, Illinois, Indiana, Kansas, Kentucky, Massachusetts, Michigan, Missouri, New York, Ohio, Pennsylvania, Rhode Island, Texas, and Virginia. A list of these sites is available on the NMI website.

How do I choose a clinical site for training?

Once you have been tentatively accepted into the NMI program, you will receive a letter from the NMI Clinical Coordinator that will outline the procedure for obtaining a clinical training site. A list of available sites will be sent to you. Not all affiliate training sites are available to every class. You will indicate your choice locations and return the list to NMI. The NMI Clinical Coordinator will then notify you and your first choice site to set up an interview time. All students must interview with the designated Clinical Supervisor at the clinical site chosen. It is the Clinical Supervisor who will decide if you will be placed in that facility for training. Should your first choice of sites not be available, additional interviews will be needed. A student cannot start the NMI program without having been accepted by an affiliate hospital for clinical training.

How many students can a clinical training site take?

The number of students for training at each clinical training site is set by the programmatic accreditation agency (JRCNMT) and NMI must adhere to its decision. Most facilities can take only one student at a time. There are a few major medical centers that are approved for more than one student. Some of the facilities that NMI uses are also affiliated with other nuclear medicine training programs and so slots for NMI students may be limited at times.

What is the dress code for clinical training?

Appropriate attire is defined by each of the clinical sites. Once you have been tentatively accepted into the program and have been accepted by a clinical affiliate for training, you can determine the dress code for that site. Examples of proper attire are hospital scrubs of a specific color, hospital uniforms (white), or dress shirt/tie/slacks for men and blouse/slacks for women. Hospital or duty shoes are encouraged and usually no tennis shoes or open-toe shoes are permitted. A white lab coat may also be required. Usually jeans are not permitted. Excessive jewelry, makeup, cologne/aftershave should not be worn. Long hair may need to be pulled-back and tied or worn pinned up. Artificial nails may not be allowed depending upon the facility.

What costs are involved in the program?

The University of Findlay sets the tuition for the NMI program. In addition to tuition, and activity fee, technology fee, and general service fee are assessed. If living in University owned housing or dormitory, room and board fees are charged. Health/Accident Insurance is automatically billed unless you sign a waiver by the deadline. The University reserves the right to change the fee structure and/or reimbursement policy as necessary. You should check the NMI website for the latest updates on these fees. Required textbooks for the program are estimated at \$700. During clinical training, your personal living expenses, including uniform requirements, food, shelter, transportation, etc., are your responsibilities and are not included in the tuition.

Can I work while I am enrolled in the program?

Any outside employment must not interfere with scheduled class times or clinical training hours. NMI strongly recommends that no outside employment be attempted during the program. Class time or clinical training hours will not be adjusted to meet employer needs.

Is financial aid available?

Financial aid is available to the NMI student. The types and amounts of financial aid available depend on the student's needs, educational goals, and home institution. Students enrolled at an academic affiliate are encouraged to contact their home institution for financial aid packages. The Financial Aid Office at The University of Findlay can provide information to University students and to students enrolled in the certificate program only.

While attending NMI, is housing available?

University housing is available through Student Services (for dormitories) or the Physical Plant (for University Housing). Information on housing is provided once the student has been tentatively accepted into the program. If eligible, NMI students may live off-campus.

What is the starting salary and job outlook for a certified nuclear medicine technologist?

Please refer to the US Department of Labor web site for additional information on the field of nuclear medicine. Applicants are strongly encouraged to review this material and to perform additional research on the field before making their final decision on their career path. The web site for the US Department of Labor is:

<http://www.bls.gov/oco/ocos104.htm>

I have additional questions about the NMI program. Who do I contact?

You can call the NMI office at (419) 434-4708 or e-mail us at nmi@findlay.edu.