NUCLEAR MEDICINE INSTITUTE

Diagnostic Services Department
College of Health Professions
The University of Findlay
1000 N. Main Street
Findlay, OH 45840

Telephone: (419) 434-4708
Email: nmi@findlay.edu

Website: http://www.findlay.edu/healthprofessions/nuclearmedicine/

2016 – 2017
Updated Nov. 2016
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, non-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 personnel and professionals within the medical community to provide quality patient care.

WHY THE NUCLEAR MEDICINE INSTITUTE?

The Nuclear Medicine Institute (NMI) started in 1966 as a hospital-based program in nuclear medicine technology. Originally located in Cleveland, Ohio, NMI moved to The University of Findlay (UF) campus in 1984. Throughout the history of NMI our graduates have contributed significantly not only to the medical field, but to other fields as well. Graduates have used their nuclear medicine skills as a stepping stone into other health or technical fields as well as advanced professions including medicine and law. Over 1600 students have successfully attended NMI, and it is estimated that over 80% of them continue to maintain their certification in the field.

Part of the NMI's mission is to provide 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:

NMI is owned and operated by UF and is governed by the University’s Board of Trustees. It is located in the Diagnostic Services Building located at 401 Trenton Avenue (on the southwest corner of Morey and Trenton) and is part of the UF campus. NMI has its own dedicated classroom, instrumentation lab, iso-lab, imaging and patient care lab, and analysis office. University facilities that may be of interest to NMI students include The Ralph and Gladys Koehler Fitness and Recreation Complex (indoor track; basketball, volleyball, and tennis courts; cardio center; exercise and weight equipment; rock climbing wall; a Student Recreation Center including pool tables, a handball court, and lounge; Derrick’s—smoothies, protein shakes, fruit/veggie cups, etc.), the Croy Physical Education Center (gymnasium, swimming pool, and basketball court), the Gardner Fitness Center (exercise and weight rooms), Shafer Library, the Alumni Memorial Union (Oiler Mart, the Cave—several food options and Jazzman’s coffee bar), the Bucher Center (enrollment services, counseling services), and the Cosiano Health Center.
ACCREDITATION:

NMI had its accreditation renewed in 2015 by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT); reaccreditation is underway and slated for renewal again in summer/fall 2022. NMI operates in accordance with the accreditation standards set forth in the "Accreditation Standards for Nuclear Medicine Technologist Education". A copy of these "Accreditation Standards" is available at [http://jrcnmt.org](http://jrcnmt.org).

CERTIFICATE/DEGREE PROGRAM:

The course of study offered by NMI 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 University of Findlay’s Office of Admissions at (419) 434-4732 or [admissions@findlay.edu](mailto:admissions@findlay.edu).

Upon successful completion of the program, the student will be eligible to apply for the national certification examination in nuclear medicine technology offered by the Nuclear Medicine Technology Certification Board (NMTCB), and may be eligible to apply for the national certification examination in nuclear medicine technology offered by The American Registry of Radiologic Technologists (ARRT). 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 and applicants to NMI’s nuclear medicine technology training program 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 concerning this issue.

In addition, students and applicants should also be aware that the two boards have different eligibility requirements. These requirements will be explained throughout the program. However, all applicants should review the requirements that can be found at [www.arrt.org](http://www.arrt.org) and [www.nmtcb.org](http://www.nmtcb.org).

AFFILIATE COLLEGES/UNIVERSITIES:

The certificate program offered by NMI is currently accepted by nine academic affiliates, including UF, toward completion of an associate or baccalaureate degree. Specific information is available from each individual academic affiliate. A list of these affiliates is available upon request and can be found at [https://www.findlay.edu/healthprofessions/nuclearmedicine/ > Program Affiliates > Academic Affiliates](https://www.findlay.edu/healthprofessions/nuclearmedicine/ > Program Affiliates > Academic Affiliates).

Please note, applicants from (non-UF) affiliates are considered to be transient/visiting students; knowing this designation may be helpful if speaking with Admissions. Financial Aid will still be handled through the office at the applicant’s home institution.
AFFILIATE CLINICAL SITES:

NMI cooperates with a number of approved affiliate hospitals, PET imaging centers, and radiopharmacies throughout the United States. These sites are located in Arizona, Illinois, Indiana, Massachusetts, Michigan, New York, Ohio, Pennsylvania, Rhode Island, Texas, and Virginia for the clinical internship of NMI students. A list of these affiliates is available online at https://www.findlay.edu/healthprofessions/nuclearmedicine/. As noted above, select > Program Affiliates, then either > Hospitals and Clinics or > Radiopharmacies.

CURRICULUM:

A conjoint advisory committee, with a representative from each clinical and academic affiliate, provides guidance for curriculum development and help in assessing the program's needs. The program consists of one semester of academic instruction, 34 weeks of clinical training, and one week of review including the final exam. Note that specific academic requirements must be met in order to proceed to clinical training, which takes place at one or more of NMI's clinical affiliates and possibly a radiopharmacy affiliate. The academic instruction and review week/final exam take place at NMI.

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 ten minute break.

The academic portion of the NMI Program consists of the following academic courses at UF:

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

UF course designations for the clinical training session are as follows:

- NMED 485 Clinical Nuclear Medicine I 12 sem. hrs.
- NMED 486 Clinical Nuclear Medicine II 12 sem. hrs.
- NMED 487 Molecular Imaging Capstone 1 sem. hr.
ADMISSION & TIMELINES:

Applications are available from NMI directly, or may be downloaded from the NMI website at https://www.findlay.edu/healthprofessions/nuclearmedicine/How-Do-I-Get-In.

Prospective applicants are encouraged to apply at least 9-12 months prior to the desired beginning class date, as enrollment in the program is limited and clinical placement is competitive. In fact, application forms may be submitted to NMI as early as 1½ years or more prior to the desired start date. Each application must be accompanied by a NON-REFUNDABLE $50 application fee. Applications received without the application fee are not processed.

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

The following timeline applies to Spring (January) NMI applicants:

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

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<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Nov 1&lt;sup&gt;st&lt;/sup&gt; (of the preceding year)</td>
<td>Application and fee must be submitted.</td>
</tr>
<tr>
<td>Dec 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>High school and post secondary transcripts, references and, if needed, a letter from the applicant explaining the time line for the completion of the prerequisite courses must be submitted.</td>
</tr>
<tr>
<td>Feb 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Conditional 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.</td>
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<tr>
<td>Feb 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>The student must return the list of available clinical affiliates with his or her choices indicated.</td>
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<tr>
<td>March 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>The student should receive a letter from NMI indicating which clinical site to contact to schedule for an interview.</td>
</tr>
<tr>
<td>April 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>The student should have the clinical interview completed.</td>
</tr>
<tr>
<td>May 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>NMI will notify the student selected by the clinical site or, if there is a need, to interview at another clinical site.</td>
</tr>
<tr>
<td>July 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>The student must be accepted by a clinical training site and all official transcripts, health forms and supporting documentation should be submitted.</td>
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**CALENDAR:**

The program begins every August and January.

### August 2016 Class
- **Didactic Session:** August 22 – December 15, 2016
- **Clinical Training:** December 19, 2016 – August 11, 2017
- **Review/Final:** August 14-18, 2017
- **Graduation Date:** August 18, 2017

### January 2017 Class
- **Didactic Session:** January 09 – May 04, 2017
- **Clinical Training:** May 08 – December 29, 2017
- **Review/Final:** January 01 – 05, 2018
- **Graduation Date:** January 05, 2018

### August 2017 Class
- **Didactic Session:** August 21 – December 14, 2017
- **Clinical Training:** December 18, 2017 – August 10, 2018
- **Review/Final:** August 13-17, 2018
- **Graduation Date:** August 17, 2018

### January 2018 Class
- **Didactic Session:** January 08 – May 03, 2018
- **Clinical Training:** May 07 – December 28, 2018
- **Review/Final:** December 31, 2018 – January 04, 2019
- **Graduation Date:** January 04, 2019

UF 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 session 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.

UF and the Nuclear Medicine Institute reserves the right to adjust this calendar when necessary.
PREREQUISITES:

NMI program applicants must document completion of, and/or submit a plan of action for completing, college/university (post-secondary) courses in the areas listed below. A grade of 70% (“C”) or better must be achieved in each of the prerequisite courses. Those students pursuing a degree may need to take courses in addition to the NMI prerequisites below. Each applicant should contact his/her academic affiliate for specific degree requirements.

1. **College Algebra** – College level algebra course emphasizing formula manipulation and problem solving. Knowledge of exponentials and natural logs is required. Calculator skills are expected.

2. **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.

3. **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 required. One semester or quarter is sufficient; however, two semesters or quarters are recommended.

4. **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.

5. **Human Anatomy** – Course must cover the entire human body. Can be one or two semesters (or three quarters) and a laboratory session must be included. May be done in conjunction with Human Physiology (e.g., A&P I/II).

6. **Human Physiology** – Course must cover the entire human body. Can be one or two semesters (or three quarters) and a laboratory session must be included. May be done in conjunction with Human Anatomy (e.g., A&P I/II).

7. **Humanities** – Course could be in any of the following areas: philosophy, literature, art forms (art, music, theater or other performing arts), cultural expressions, global education, ancient literature, film studies, communication studies (this would be in addition to the speech/oral communications course that is also required), foreign language, gender studies, humanities, history, or religion.

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. **Social Science** – Course could be in any of the following areas: anthropology, archaeology, behavioral sciences, criminal justice, demography, development studies, economics, education, environmental studies, geography, gerontology, international education, international relations, law, liberal arts, library science, linguistics, political science, psychology, public administration, social sciences, social work, or sociology.
10. **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.

11. **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.

**Courses designated by a College/University as “Developmental” will not meet prerequisite requirements for NMI.**

A student enrolled at UF or in one of NMI’s academic affiliates as a nuclear medicine major and/or who is being sponsored by a clinical affiliate, if academically qualified, will receive preference for class placement. However, acceptance into the program is not guaranteed, but rather 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 clinical training at that particular facility. This requirement should be completed after students are conditionally accepted into the program. NMI will mail the conditionally-accepted student the required form with instructions at the appropriate time.

2. Acceptance by an NMI clinical affiliate for the 1360-hour practicum, which is coordinated by NMI and via an interview process with the clinical affiliate.

3. Documentation of good medical health that 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. This must be completed before the student starts the program and within six months of starting clinical training.

**CREDIT FOR PREVIOUS NUCLEAR MEDICINE TRAINING:**

Due to the specific nature of the NMI program, previous secondary and post-secondary educational experiences will not fulfill the requirements of individual NMI courses. However, a student presently or previously enrolled in an accredited nuclear medicine technology training program may apply for credit for courses and/or clinical training received towards an AA or BS degree through The University of Findlay.

Students interested in obtaining a degree from UF should follow the normal application process for NMI plus complete an application to UF, including submission of an official transcript showing courses taken (plus course descriptions or syllabi), clinical training, and grades earned. Questions regarding transfer of previous post-secondary coursework toward a UF degree should
contact the Office of Undergraduate Admissions at (419) 434-4732 or admissions@findlay.edu.

Note: A student under academic/disciplinary suspension, or who has been dismissed from another college/university/accredited nuclear medicine technology program, will not be considered for enrollment until eligible to return to his/her former college/university/program.

INTERNATIONAL APPLICANTS:
Applicants receiving 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 or IELTS results taken in the past two years must be sent to NMI. If the TOEFL score is below 600 or if no score is provided, the applicant will need to successfully complete the Intensive English Language Program prior to entering the NMI Program.

The TOEFL-iBT score must be an 89 total and 26 speaking, 24 writing, 21 reading and 18 listening or the applicant will need to successfully complete the Intensive English Language Program prior to entering the NMI Program.

IELTS results must be an overall band score of 6.0 or higher or the 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 NMI for review by the Admissions Committee. A minimum of three personal reference forms must be on file for review by the Admissions Committee.
TUITION/FEES:

Costs of attending the Nuclear Medicine Institute for 2016-2017 are:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$23,881.00</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>100.00   (non-refundable)</td>
</tr>
<tr>
<td>Health/Accident Insurance</td>
<td>315.00   (optional-must sign waiver)</td>
</tr>
<tr>
<td>General Service Fee</td>
<td>383.00   (non-refundable)</td>
</tr>
<tr>
<td>NMI Lab Fee</td>
<td>50.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$24,729.00</strong></td>
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Optional:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Board</td>
<td>2,389.00 (if a meal plan is selected)</td>
</tr>
<tr>
<td><strong>Total with Housing/Board</strong></td>
<td><strong>$28,618.00</strong></td>
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</table>

Listed above is an optional health and accident plan that is available at a nominal cost ($315.00). You may opt out of this by completing the waiver on MyFindlay. 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.

FINANCIAL AID:

Students accepted into NMI may be enrolled in one of three ways; financial aid procedures vary for each:

* UF degree-seeking students—may receive their usual aid for the academic portion of the program (typically one semester)*
* Transient ("visiting") students who will take courses at UF and transfer the credits back to their "home" institution (the college or university from which they are receiving the degree)—should work with the financial aid office at their "home" institution
* Students who are enrolled at UF strictly for the NMI certificate—may apply for aid, and determination of that aid will be made by UF’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, which is located in Old Main across from the Business Office. The phone number is 419-434-4791; email is finaid@findlay.edu.

The University reserves the right to change the fee structure (and/or reimbursement policy) as necessary.
HOW TO PAY YOUR TUITION BILL:

Student account payments are accepted by the following methods:

- **Pay by Electronic Check - Recommended**
  
  Log onto [www.findlay.edu](http://www.findlay.edu). On the Quick Find menu choose Payments Online and follow the prompts.

- **Mail a Check** to: University of Findlay, 1000 North Main St, Findlay OH 45840.
  
  Make checks payable to “University of Findlay” and be certain to include the student’s UF ID# 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 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**
  
  Web pay with American Express, Discover, MasterCard or Visa. Go to [www.findlay.edu](http://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.

UF PAYMENT AGREEMENT:

Students who choose to defer payment must complete an official UF Payment Agreement to make four equal monthly payments throughout the semester. If your financial aid is coming through another school (i.e. transient/”visiting” students), please contact the UF Business Office at (419) 434-4690 for instructions.

- For students in the academic phase of the program in the fall semester, payments are due Aug. 15, Sept. 15, Oct. 15 and Nov. 15.
- For students in the academic phase of the program in the spring semester, payments are due Dec. 15, Jan. 15, Feb. 15, and Mar. 15.
- On-campus housing may be included on your bill and in your payment agreement.
- Interest is charged at 1.5 percent each month on any outstanding balances.

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.
Housing:

UF offers on-campus housing for the one semester that you are taking classes here at NMI; this is available on a first-come, first-serve basis and will be discussed in the letter of conditional acceptance into the NMI program. Houses are non-coed, will be rented only to Diagnostic Services Department students, and are located nearby so students could easily walk to NMI. These are not new homes, but they are safe, clean, and inexpensive.

Each student will have a private bedroom that can be secured; the kitchen, living room area, and bathroom(s) will be shared. The bedroom will have an extra-long twin bed, a desk, dresser and a place to hang clothes. The living room will have furniture, and the kitchen will contain a stove, refrigerator, microwave, table and chairs. A washer and dryer will also be supplied. Students should bring their own bed clothes, towels, personal items, lamps, dishes, cookware, etc.

The 2016-2017 cost per student is $1500.00 for the entire semester. Utilities, including cable and internet, are included. The full amount will be billed to student’s account and may be paid through the Business Office along with tuition. For questions about housing, please contact Rachel Walter, Director of Housing, at (419) 434-4570 or walterr@findlay.edu.

Housing Requirements

A. As a condition of being admitted to UF 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 UF 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 UF 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, or a student commuting from the home of a parent, grandparent, or legal guardian (who lives 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 housing (and meals, if applicable) until given written permission from the committee to reside off campus.
OTHER EXPENSES:

An estimated cost of textbooks is $800-900.

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.

REIMBURSEMENT POLICY:

The Tuition Refund Policy for Voluntary Withdrawal in effect at UF is as follows:

FIRST Semester of UF Enrollment Only (Voluntary withdrawal from all coursework)
- 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%

AFTER First Semester of Enrollment (Voluntary withdrawal)
Voluntary withdrawal from all coursework—students receiving Federal Title IV or State Funds:
- 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, 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 at (419) 434-4690 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.

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.

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.
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 of Findlay and the Nuclear Medicine Institute reserve the right to make changes at any time without prior notice.

UF and NMI are 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 UF and NMI 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 on the first day of class. 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 (NMI) at The University of Findlay. This section of the NMI Student Brochure contains questions we are frequently asked as well as the answers to those questions. It may help answer some of the questions you have about nuclear medicine, NMI and the NMI admissions process. If you have any specific questions that are not addressed below, please feel free to contact us directly at nmi@findlay.edu or (419) 434-4708.

What is Nuclear Medicine?

Nuclear medicine is a specialization within the field of molecular imaging, which provides detailed pictures of what is happening inside the body at the molecular and cellular level. Where other diagnostic imaging procedures—such as x-rays, computed tomography (CT) and ultrasound—offer pictures of physical structure, nuclear medicine allows physicians to see how the body is functioning and to measure its chemical and biological processes.

In nuclear medicine, very small amounts of radioactive materials (radiopharmaceuticals) are safely and effectively used to diagnose and treat disease. These radiopharmaceuticals are detected by special types of cameras that provide very precise pictures of the area being imaged. Nuclear medicine can also be used to treat certain types of cancer and other diseases.

Utilizing nuclear medicine can have great benefits, such as:
• providing information that is unattainable with other imaging technologies or that would require more invasive procedures such as biopsy or surgery
• identifying disease in its earliest stages or determining the exact location of a tumor, often before symptoms occur or abnormalities can be detected with other diagnostic tests

Nuclear medicine can help physicians:
• determine the extent or severity of a disease and assess its progression, including whether it has spread elsewhere in the body
• select the most effective therapy based on the unique biologic characteristics of the patient and the molecular properties of a tumor or other disease
• determine a patient’s response to specific drugs
• accurately assess the effectiveness of a treatment regimen
• adapt treatment plans quickly in response to changes in cellular activity
• identify recurrence of disease and help manage ongoing care


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, performance of in-vivo imaging procedures (i.e., tests done within the living body rather than in a laboratory or test tube), non-imaging procedures, instrumentation quality control, and 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 Educations Programs in Nuclear Medicine Technology (JRCNMT) since 1979. NMI’s accreditation was renewed in 2015 for a period of seven years, the longest accreditation time period possible. NMI operates in accordance with the accreditation standards set forth in the “Accreditation Standards for Nuclear Medicine Technologist Education”. A copy of these Standards may be viewed online at [www.jrcnmt.org](http://www.jrcnmt.org).

**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: College Algebra, English Composition, General Chemistry, General Physics, Human Anatomy, Human Physiology, Humanities, Medical Terminology, Social Science, Speech/Oral Communications, and certification in cardiopulmonary resuscitation (CPR). A more detailed description of these courses is listed on pages 7-8 of this manual. All science courses must have a lab component.

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

No, you may apply at any time. 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.

**I previously took courses in nuclear medicine and/or obtained clinical education experience through another program. Can these courses be used for credit in the Nuclear Medicine Institute program?**

The NMI program is uniquely designed in how and when courses are taught and clinical experience is attained. Because of this, previous educational experiences in nuclear medicine will not fulfill requirements of individual NMI courses or the NMI certificate. However, this prior academic experience may qualify to be applied toward a degree from UF. Questions regarding transfer of previous post-secondary coursework toward a UF degree should contact the Office of Undergraduate Admissions at (419) 434-4732 or [admissions@findlay.edu](mailto:admissions@findlay.edu). Questions about eligibility for admittance to the Nuclear Medicine Institute should be directed to NMI.

**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 the 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 who is conditionally 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-week) certificate program. This certificate program is presently accepted by our nine academic affiliates toward completion of a two-year or four-year degree in Nuclear Medicine Technology. The American Registry of Radiologic Technologists (ARRT) requires that candidates applying for certification must have earned an associate, baccalaureate, or graduate degree in any major. Currently, the Nuclear Medicine Technology Certification Board (NMTCB) has not specified that a degree is required to apply for the NMTCB national certification exam.

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

Upon successful completion of an accredited program such as the Nuclear Medicine Institute, you may apply and take the national certification exams in nuclear medicine technology. These exams are offered by the NMTCB and the ARRT. The requirements for these exams can be found at [www.nmtcb.org](http://www.nmtcb.org) and [www.arrt.org](http://www.arrt.org). Upon passing the exam(s) 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 will result in the 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 [www.nmtcb.org](http://www.nmtcb.org) and/or [www.arrt.org](http://www.arrt.org).

**How many students does NMI accept?**

NMI can accept up to 45 students (maximum) per class as long as clinical training sites are available. Classes may be smaller based on the number of eligible applicants. In the past, 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 may take up to 40 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. Submission of your completed application along with the application fee will start the process. Additionally, you will need to submit official transcripts for all post-secondary education, official high school transcripts, and a minimum of three personal reference forms. Deadlines are set for each step in the application process, as outlined on earlier 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. Please also refer to the Application & Timeline section on previous pages for a timeline of what to expect, and when.

Once I have sent my application and application fee to NMI, what should 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 documents or transcripts addressed only to the University. This situation most likely will delay or result in the denial of your admittance into the program. If no transcripts are received at the time the Admissions Committee reviews your application, 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 which documents have been received and which are outstanding. Please also refer to the Application & Timeline section on previous pages for a timeline of what to expect, and when.
Who can be used as a reference? What should I do with the reference forms?

Complete the appropriate section of each reference form 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. References should be of the professional variety, such as: teachers, college professors, coworkers, supervisors, pastors, coaches 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 reference forms 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 you will not be considered for admission into the program for the class requested. Please note that extended/typed letters of recommendation are permissible in lieu of the standard reference form, but are not necessary to be submitted along with the reference form. Their presence/absence will neither increase nor decrease chances of admission to the program.

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.

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.

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. Some students who have all of the prerequisites documented, with references on file, and who have met all of the deadlines still may not be 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” or “70%” or higher grade. Any prerequisite course with a “C-” or below a 70% 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 conditional letters of acceptance in February for the August academic session and in June for the January academic session.

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

A conditional 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 to obtain 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 for 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 conditionally 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 UF 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 and within this brochure.

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 34 weeks. You are committed to a 40-hour training week for each of the 34 weeks for a total of 1360 clinical hours. Depending upon the facility, this time may be as five 8-hour days or four 10-hour days. Typically, no weekend training, on-call training or holiday coverage is required of the student.
Where can I do my clinical training?

Clinical training must be done in an accredited clinical facility. NMI presently has approximately 100 accredited sites throughout the US that are used for this training. Sites are located in Arizona, Illinois, Indiana, Massachusetts, Michigan, 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 conditionally 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 top five choice locations and return the list to NMI. The NMI Clinical Coordinator will then notify you and the clinical 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 conditionally 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?

UF sets the tuition for the NMI program. In addition to tuition, an activity fee, technology fee, and general service fee are assessed. If living in University-owned housing, fees are charged for your housing and, if selected, an optional meal plan. 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 $800-$900. 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 UF can only provide information to University of Findlay students and students enrolled only in the certificate program.

**While attending NMI, is housing available?**

University housing is available through Student Services for dormitories or University housing. Information on housing is provided once the student has been conditionally 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:


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

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