



# Affiliate Application Instructions

2019 Version

**Joint Review Committee  
on Educational Programs  
in Nuclear Medicine  
Technology**

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Programs in Nuclear Medicine Technology  
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# Overview

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An application to add one or more additional affiliates can be submitted to the JRCNMT at any time. A complete submission includes the application and the application fee. The application document consists of the completed JRCNMT forms, the requested supporting documents, and narrative question responses.

All application documents are available on the JRCNMT website. The narrative questions are in MS Word and the forms are in fillable-PDF format. Full functionality of the PDF documents requires that you have the latest version of the free Adobe Reader. Go to <http://www.adobe.com> to download the software.

Application fees are noted on the fee schedule posted on the JRCNMT website. You should call or email the office to request an invoice in advance for the application fee. Review of applications will not begin until the fee and all necessary application items are received.

Affiliate applications are evaluated and approved by a Review Team (two JRCNMT board members). A decision on the application will be sent to the program within 30 days after its submission.

For assistance with the affiliate application process please refer to the JRCNMT Policy & Procedure Manual or contact the JRCNMT office.

## **Additional Notes (1/14/19)**

- Programs should orient the AES at an applicant affiliate prior to submitting the application to the JRCNMT so all narrative questions in the application can be addressed thoroughly.
- Affiliate applications should not be submitted more than three months prior to projected use to ensure the information in the application is current and that AES orientation has occurred in close proximity to the start of student rotations.
- The Program Director or Clinical Coordinator should visit an affiliate in-person prior to application preparation. This will ensure that the facility is appropriate for student education and will give program faculty with sufficient information to write detailed narrative responses within the application.

## Affiliate Application Guide

Affiliates should be arranged in alphabetical order by name if more than one is being submitted at the same time. Place the required items noted below within the respective affiliate section, in the order listed below.

Documents required at the time of submission to JRCNMT for clinical and academic affiliates are identified in the appropriate column with an X.		Clinical	Academic
1.	<b>Affiliate Summary:</b> There is a version of this form for clinical affiliates and a different version for academic affiliates.	X	X
2.	<b>Form C Résumé with attachments:</b> Complete for each designated clinical supervisor at that affiliate.	X	
3.	<b>Affiliation agreement:</b> Submit a copy of the complete agreement.	X	X
4.	<b>Regional accreditation:</b> Documentation required for academic affiliates.		X
5.	<b>Form CL-A Nuclear Medicine Equipment:</b> Identify the type and number of imaging and non-imaging equipment available at this facility for student clinical education.	X	
6.	<b>Form CL-B Nuclear Medicine Studies:</b> Report the number of imaging, non-imaging, therapeutic and radiopharmaceutical procedures performed at this facility. Be sure to designate the time period for the data on the form.	X	
7.	<b>Form CL-C Clinical Staff:</b> Report the nuclear medicine technology and/or radiopharmacy staff at this affiliate. Answer all questions at the bottom of the page.	X	
8.	<b>Form CL-D Student Capacity:</b> Complete tables A and/or B and answer all questions.	X	
9.	<b>Form CL-E Sharing Agreement:</b> complete and insert if affiliate is shared with another NMT program. Do not include this document if the affiliate is not shared.	X	
10.	<b>Narrative:</b> Required for new affiliate applications. Select and complete the appropriate set of questions based on the type of affiliate. Be sure to add any requested external documents identified in the questions.	X	X

**On July 1, 2018 documentation of a clinical affiliate's accreditation is no longer requested as part of the application. Proof of regional accreditation is still required for academic affiliate applications.**


# Document Assembly Instructions – Affiliate Applications Submitted Between Self-Study Cycles

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1. For affiliate applications submitted between self-study submissions, one application for each new affiliate should be submitted to the JRCNMT. Each application should be submitted as a single digital PDF document by emailing it or mailing it on a flash drive. Arrangement of documents within the file is explained at the bottom of this page.
2. A cover page that identifies the name and address of the program and date submitted should be inserted as the first page of each application.

NAME OF INSTITUTION CITY, STATE  Affiliate Application for Hospital X  DATE SUBMITTED
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3. Everything in the application **must** be typed.
  4. If using the full version of Adobe Acrobat software to manage files, do not electronically merge multiple affiliate PDF documents into a single PDF file as this will corrupt entered data. Make each affiliate's application its own PDF file.
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The Adobe Acrobat symbol  indicates a PDF file and the name it should be given. The list beneath a file identifies the documents to include, in the order they should be included. Each titled file must be a single PDF document that can be created by 1) digital merger of the individual document files listed for that folder using Adobe Acrobat software or 2) scanning of hardcopy documents into a single PDF file.

Non-JRCNMT documents obtained and inserted by the program are in *italics*. Documents listed in black font are forms located on the JRCNMT website. Repeat the example below for each new affiliate application.

 **Clinical Affiliate A** (*insert name for the bolded title listed here*)

Summary\_Clinical.pdf

*Campus map* (if needed for clinical affiliate - see instructions on page 2 of Summary form)

Resumé form and *board certifications* of AES (include all if more than one AES)

*Affiliation agreement*

CL-A Equipment.pdf


CL-B Procedures.pdf

CL-C Staff.pdf

CL-D Capacity.pdf

CL-E Sharing Agreement.pdf (*include only if site is shared*)

Narratives.docx

 **Affiliate B** (*insert name for the bolded title listed here*)

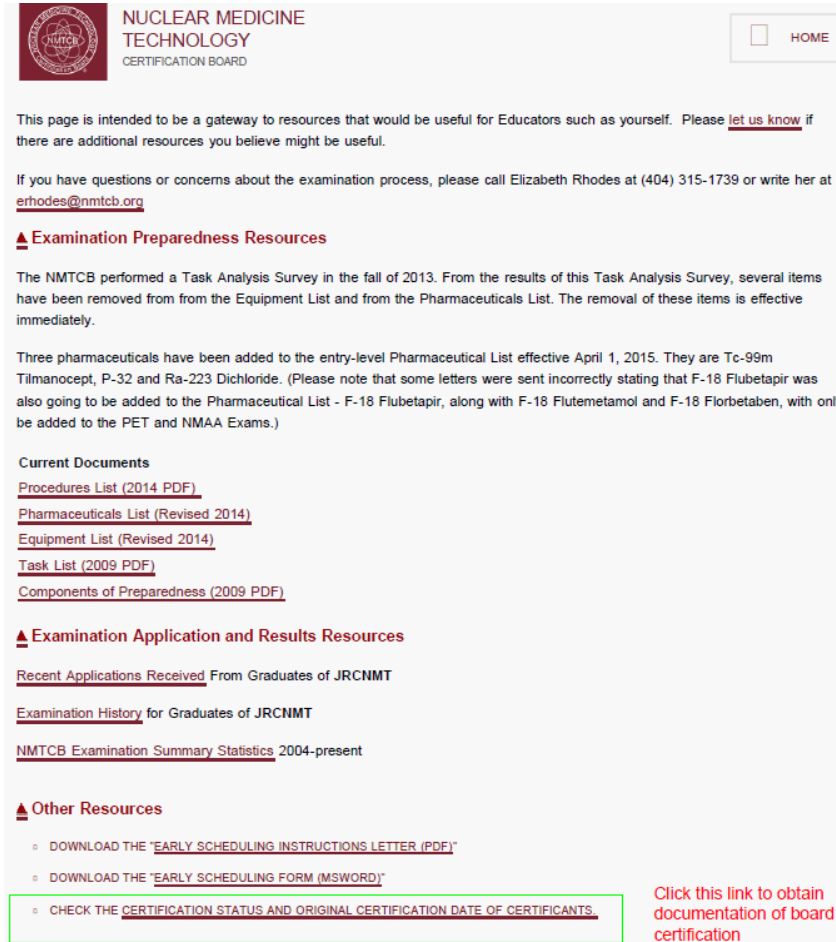
same as the above list

**It is imperative that the application is complete and prepared as explained in these instructions. Failure to follow the directions will result in the application being returned to the program.**

# Save Time - Include Only What Is Needed!

Below are examples of the documentation from web sites that should be included in a self-study or affiliate application. In many instances multiple pages of information can be obtained from these websites but only the portion demonstrated below should be included in a self-study or application by utilizing a screen shot of the web page.

## NMTCB



The screenshot shows the NMTCB website header with the logo and navigation links. The main content area includes a welcome message, contact information for Elizabeth Rhodes, and several resource sections. A green box highlights the link to check certification status, and a red box highlights the link to obtain documentation of board certification.

**NUCLEAR MEDICINE TECHNOLOGY CERTIFICATION BOARD**

HOME

This page is intended to be a gateway to resources that would be useful for Educators such as yourself. Please [let us know](#) if there are additional resources you believe might be useful.

If you have questions or concerns about the examination process, please call Elizabeth Rhodes at (404) 315-1739 or write her at [erhodes@nmtcb.org](mailto:erhodes@nmtcb.org)

**▲ Examination Preparedness Resources**

The NMTCB performed a Task Analysis Survey in the fall of 2013. From the results of this Task Analysis Survey, several items have been removed from the Equipment List and from the Pharmaceuticals List. The removal of these items is effective immediately.

Three pharmaceuticals have been added to the entry-level Pharmaceutical List effective April 1, 2015. They are Tc-99m Tilmanocept, P-32 and Ra-223 Dichloride. (Please note that some letters were sent incorrectly stating that F-18 Flubetapir was also going to be added to the Pharmaceutical List - F-18 Flubetapir, along with F-18 Flutemetamol and F-18 Florbetaben, with only be added to the PET and NMAA Exams.)

**Current Documents**

- [Procedures List \(2014 PDF\)](#)
- [Pharmaceuticals List \(Revised 2014\)](#)
- [Equipment List \(Revised 2014\)](#)
- [Task List \(2009 PDF\)](#)
- [Components of Preparedness \(2009 PDF\)](#)

**▲ Examination Application and Results Resources**

- [Recent Applications Received](#) From Graduates of JRCNMT
- [Examination History](#) for Graduates of JRCNMT
- [NMTCB Examination Summary Statistics 2004-present](#)

**▲ Other Resources**

- DOWNLOAD THE ["EARLY SCHEDULING INSTRUCTIONS LETTER \(PDF\)"](#)
- DOWNLOAD THE ["EARLY SCHEDULING FORM \(MSWORD\)"](#)
- CHECK THE [CERTIFICATION STATUS AND ORIGINAL CERTIFICATION DATE OF CERTIFICANTS.](#)

Click this link to obtain documentation of board certification

To get to the correct place to print board certifications within the NMTCB website you must log in through the Program Director portal and scroll down the list of links until you see the one that says "Check certification status and original certification date of certificants." The print-out obtained from this link includes original date of certification, which is not included on the public access directory.



NUCLEAR MEDICINE  
TECHNOLOGY  
CERTIFICATION BOARD




NMTCB ONLINE VERIFICATION

**Jan M. Winn**  
**Edmond, OK**  
CNMT Certified Since: **9/27/1986**  
Certifications held: **CNMT**  
CNMT Expiration: **5/31/2019**

## ARRT

Documentation is obtained from the online public directory. No special log-in is required.

	
<b>Name</b>	Jan M Winn
<b>City, State, Zip</b>	Edmond, OK 73003-2256
<b>Country</b>	U.S.A.
<b>Credentials</b>	R.T.(N)(ARRT)
<b>Valid Thru</b>	05/2019
<b>CE Biennium</b>	5/1/2017 to 4/30/2019
<b>Credential Description</b> (N)Nuclear Medicine Technology	

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You can obtain free or low cost software to capture and manipulate screen shots from websites. This is the best way to obtain the documentation needed for inclusion in the self-study since it allows you to combine a person's ARRT and NMTCB on a single page or exclude unnecessary information. Talk to the IT staff at your institution to see what is available to you.