



Affiliate Application Instructions

2023-2024 Version

Joint Review Committee on Educational
Programs in Nuclear Medicine Technology
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Overview

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. Applications are not accepted until the fee is received. Applications will not be sent to a review team until all necessary parts of the application are provided and complete.

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

- 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 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.		NM/Radph	Diag. CT	Academic
1.	Affiliate Summary: One version of the form for any type of clinical affiliate and a different version for academic affiliates.	X	X	X
2.	Form C Résumé <u>with</u> attachments: Complete for the designated affiliate education supervisor (AES) at that affiliate.	X	X	
3.	Affiliation agreement/contract: Submit a copy of the complete document.	X	X	X
4.	Institutional accreditation: Evidence <u>only</u> required for academic affiliates.			X
5a.	Form CL-A Equipment: Identify the type and number of imaging and non-imaging equipment available at this facility for student clinical education.	X		
5b.	Form CL-A.2 Equipment & Procedures: Identify the type and number of CT scanners and annual CT procedure data at the facility for clinical education.		X	
6.	Form CL-B Nuclear Medicine Studies & Radiopharmacy: Report the number of imaging, non-imaging, therapeutic and radiopharmaceutical procedures performed at the affiliate for a twelve-month period.	X		
7a.	Form CL-C Nuclear Medicine and/or Radiopharmacy Staff: Report the nuclear medicine technology or radiopharmacy staff at this affiliate. Answer all questions at the bottom of the page.	X		
7b.	Form CL-C.2 Diagnostic CT Staff: Report the diagnostic CT staff at this affiliate. Answer all questions at the bottom of the page.		X	
8a.	Form CL-D Student Capacity (NM & Radiopharmacy): Complete charts A and/or B and answer all questions. Ensure the AES signs in the designated space to confirm capacity.	X		
8b.	Form CL-D.2 Student Capacity (Diagnostic CT): Complete the chart and answer all questions. Ensure the AES signs in the designated space to confirm capacity.		X	
9.	Form CL-E Sharing Agreement: complete and insert if affiliate is shared with another program. Do not include if the affiliate is not shared.	X	X	
10.	Narrative: <u>Only</u> required for new affiliate applications. Select and complete the appropriate set of questions based on the type of affiliate.	X	X	X

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

1. An affiliate application is submitted by emailing it to the JRCNMT office as a **single** digital PDF document. The order of the individual documents within the application file is explained at the bottom of this page. Do **not** use the portfolio process in Adobe to merge the individual documents.
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 submitting multiple applications, do not combine them into a single PDF. Make each application a PDF file.
 5. Adobe Acrobat can be frustrating. If an affiliate requires two copies of the same PDF form (i.e., equipment or staff) to accommodate all information, contact the office to learn how to 'lock' a filled form to ensure data is not altered when two copies of the form are included in a single application.
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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 text are forms located on the JRCNMT website. Repeat the example below for each new affiliate application.

 **Clinical Affiliate A** (*substitute the actual name of the affiliate for 'Affiliate A', abbreviating as needed*)

Affiliate_Summary.pdf (clinical or academic, as appropriate for each affiliate)

Campus map (only if needed - see top of page 2 of Summary Form for details)

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

Affiliation agreement

CL-A Equipment.pdf **or** CL-A.2 if a CT affiliate

CL-B NM Procedures.pdf (if a NM or radiopharmacy affiliate)

CL-C NM Staff.pdf and/or CL-C.2 CT Staff.pdf

CL-D NM Capacity.pdf and/or CL-D.2 CT Capacity.pdf

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

Narratives.docx (*use the set appropriate for the type of affiliate*)

 **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 may 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


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 to find 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.

The screen shot below is from the landing page once the user logs in to the Program Director area of the NMTCB website. Scroll toward the bottom of the page to find the links pictured below.

- **Recent Applications Received** From Graduates of JRCNMT
- **Examination History** for Graduates of JRCNMT
- **Yearly Report for JRCNMT**
- **NMTCB Examination Summary Statistics** 2004-present

Other Resources

- Download the "**Early Scheduling Form and Instructions (PDF)**"
- Download the "**Program Graduate Application**"
- Check the **certification status and original certification date of certificants.**
- Download the "**NMTCB CT Clinical Hours & Competencies Verification Form**" for your NMT students who may apply for the CT exam in the future.




NMTCB credential evidence to screen shot for self-study inclusion

NAME	CERTIFIED SINCE
Jan Winn	09/27/1986
ADDRESS	CURRENT STATUS
Edmond, OK	CNMT: ACTIVE
EMAIL	CERTIFIED THROUGH
janwinn4	CNMT: 05/31/2024

ARRT

Documentation is obtained from the online public directory. No special log-in is required. You can screen shot the page or click the Print Verification button (blue) and select Adobe PDF as your printer to create a digital verification document.

VERIFY ARRT CREDENTIALS - INDIVIDUAL RESULTS ✕

PRINT VERIFICATION 

Name	Jan M Winn
City, State, Zip	Edmond, OK 73003-2256
Country	U.S.A.
Credentials	R.T.(N)(ARRT)
Valid Thru	05/2024
CE Biennium	5/1/2023 to 4/30/2025
CQR Compliance Period(s)	Nuclear Medicine Technology (Credential not subject to CQR)

Credential Description
(N) Nuclear Medicine Technology

A photo or photocopy of a person's board certification wallet card is also acceptable evidence.

For radiopharmacists, provide a copy of their current state license. Most are available online at the state pharmacy licensing board's website.