Instructions for Applying Online to the Moorpark College Nuclear Medicine Program

Thank you for your interest in applying to the Moorpark College Nuclear Medicine Program. To apply to the program, please follow the instructions below carefully. If you have questions, please call the Health Sciences Department office at 805-378-1433.

1) Download a copy of the Moorpark College Nuclear Medicine program application from: https://www.moorparkcollege.edu/departments/academic/nuclear-medicine/forms.

2) Complete, sign, and date the application. Please sign the application using handwriting, either by printing the form and signing it; or by using a stylus or your finger on a touchpad or tablet screen to sign. Typed signatures will not be accepted.

3) After completing and signing the application, you must create a **single PDF file** containing the application and the additional documents listed on the application as applicable. They are listed here for your convenience:

   - The completed, signed, and dated application. Please have the application be the first page of the PDF file.
   - A copy of current ARRT license in Radiologic Technology.
   - A copy of current CA state CRT license.
   - A copy of an Associate Degree (preferably in a Radiologic Technology Program).
   - A copy of a current CPR card (BLS Provider through the American Heart Association).
   - A copy of current Los Angeles City Hospital Fire and Life Safety Card.
   - A copy of venipuncture certificate.

   There are multiple ways to create PDF files. Here are two possible options:
   - Free trial of Adobe Acrobat DC: https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html
   - Instructions for Mac computers: https://support.apple.com/guide/preview/combine-pdfs-prvw43696/mac

   If using Adobe Acrobat, one possible method is:
   a) Save all of the documents as PDF's to your computer's desktop.
   b) Find the file on the desktop that you want to have as the first page. This should be the Nuc Med application. Right-click on it.
   c) Select the option that says "Combine files in Acrobat."
   d) Click on "Add Files" and select "Add files" again from the drop-down list.
   e) Start adding in the PDF files from your desktop in the order you want them.
   f) Save the single PDF file to your computer, such as to your desktop.

   DO NOT save the file as an Adobe Portfolio, as the application reviewers will be unable to open it.

   TIP: One way to see check if the file is a single PDF file is if you can click to open the file and then scroll down to see all of the contained documents as you scroll. If only one page shows, and you have to click on a separate icon within the window in order to see next document, it may be in Portfolio format and you'll need to try again.

4) Rename the PDF file in this format: LastName_FirstName_YearApplying

   Example: If an applicant's name is Jaime Smith and they are applying during the 2024 application period, the file name should appear as: **Smith_Katherine_2026.pdf**

5) After saving and renaming the PDF file, log in to the my.vcccd.edu portal and access your @my.vcccd.edu email.

6) Start a new email from your @my.vcccd.edu email.
   a) Address the email to: **mchealthsci@vcccd.edu**
   b) In the Subject line, type in "Nuc Med Application".
   c) Attach the single PDF file with your application materials to the email. Do not send the PDF file from inside of the Adobe software program.
   d) Please do not include questions with your email; the recipient address is for receiving applications only. If you have questions, please call the Health Sciences Department at 805-378-1433 before sending the application.
   e) Send the email by the application deadline.
   f) Within 3 business days, you will receive a reply email that your application was received. This is not a confirmation that your application was complete.

7) After the application period ends, there will be a waiting period of possibly a month for review of the applications that were submitted.

Keys to Remember

- Be mindful of the instructions regarding transcripts above.
- Make sure you signed and dated the application. A typed signature is not acceptable.
- The application materials attached to the email must be in **one single PDF file** where the reader can scroll down and see all pages without needing to click from page to page.
- Applications will not be accepted from non-@my.vcccd.edu email addresses.
- If you have any questions, please call the Health Sciences Department office at 805-378-1433.

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