

CENTRAL TECHNOLOGY CENTER

Surgical Technology



Application Packet

2018-2019

Application Deadline – June 15, 2018 at noon

Admission procedures, eligibility, and cost requirements are subject to change annually.

Central Technology Center

Attn: Career Advisor

3 CT Circle

Drumright, OK 74030

918-352-2551

Centraltech.edu





Dear Potential Students:

Thank you for choosing Central Technology Center for your pursuit of your Surgical Technologist education. We believe our program will give you a great start in your career. Central Tech strives to develop the best Surgical Technologists in the profession.

The Enrollment Packet will help you better understand the Surgical Technology program and what lies ahead for the 2018-2019 school year. The enrollment packet is designed to help make the enrollment process easy for you to complete. Please read through the entire packet and if you have any questions call the Career Advisor, Chet Cundiff, at 918-352-2551, extension 283.

As the health industry grows, there is a greater demand for qualified health professionals, one excellent place to start is as a Certified Surgical Technologist with opportunities to advance your career in the future. We take a vested interest in your success at Central Technology Center and will be here to assist you with employment opportunities after you complete our program.

We are looking forward to you being a part of our upcoming 2018-2019 Surgical Technology class at Central Technology Center - Drumright Campus.

Sincerely,

Todd Prough

Todd Prough, CST
Surgical Technology Program Director

Roxann Fox

Roxann Fox, CSFA, CST
Surgical Technology Clinical Coordinator

Surgical Technology Application Packet

Table of Contents

	Page(s)
General Information	1-2
Application Procedures	3-5
Step-by-Step Application Process	6
Estimated Equipment, Fees, and Tuition Costs	7-8
Checklist Required Documentation	9
Surgical Technology Program Application	10-11

General Information (1200 clock hours) 2018 - 2019

Surgical technologist health professionals are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, to ensure that the operating room environment is safe, that the equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive, therapeutic, and diagnostic procedures.

Central Tech's Surgical Technology program provides the student with the knowledge and skills needed to function as a member of the surgical team assuming appropriate responsibilities before, during and after surgery. Instruction is provided in principles of aseptic techniques, patient care, basic sciences, supplies and equipment of professional preparation. Salary range for this area is \$16 - \$17/hour based on employment of 2016 graduates. (FY 16 Follow-Up data)

The Surgical Technology Program is accredited through:

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
www.caahep.org

A student must be present at least 94 percent of the scheduled time. Absences are not qualified as excused or unexcused. Personal and business appointments should be made so as not to conflict with classroom or clinical schedules.

Students are responsible for their own transportation to Central Tech and to the clinical sites. Therefore, it is imperative you have reliable transportation.

It is essential that students be well prepared for each classroom and clinical experience. Therefore, you must plan for adequate study time at home on average 3 to 4 hours per night.

Class & Clinical Schedule

Class is typically scheduled Monday through Friday 8:25 a.m. – 3:35 p.m. Clinical rotations are typically Tuesday – Friday starting at 6:30 a.m. with 7 hours of clinical experience and attending class on Monday from 8:25 a.m. - 3:35 p.m. until the end of school.

Clinical Locations

Bristow-Bristow Medical Center; **Cushing**-Cimarron Healthcare, Cushing Regional Hospital; **Drumright**-Drumright Regional Hospital; **Jenks**-CORE Surgical Hospital; **Okmulgee**-Muscogee Creek Nation; **Ponca City**-Ponca City Medical Center; **Sapulpa**-St. Johns, **Stillwater**-Stillwater Medical Center; **Stroud**-Stroud Medical Center; **Tahlequah**-Tahlequah Hospital Authority **Tulsa**-OSU Medical Center

Cost of Program

The cost of the program for (2017-2018) is approximately **\$5203.00 in district; \$7003 out of district**; it is subject to change each year. A detailed list of equipment, supplies, fees and tuition costs may be found on page 7. The cost of the program for 2018-2019 will be available by July 1, 2018.

Physical and Mental Requirements

The following minimum physical and mental requirements are necessary for successful progression through Surgical Technology:

- The ability to lift or move weights of up to 50 pounds. Must not have any lifting restrictions prescribed by physician or other healthcare provider.
- The motor ability necessary to ambulate independently in operating rooms or in work areas.
- Visual acuity sufficient to recognize and distinguish between different instruments and supplies needed for the job.
- Auditory acuity sufficient to hear instructions and requests from instructors, preceptors and other healthcare providers in the clinical setting.
- The ability to speak, write and comprehend the English language proficiently.
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- The ability to resolve conflicts appropriately and function effectively under stress.
- Students in Surgical Technology will be held accountable for the performance of these requirements while they are in the program.

Surgical Technology Application Procedures

Review the Surgical Technology Application Packet

The Application Packet is available online at www.centraltech.edu. In addition, the application packet may be picked up at the Drumright campus or can be emailed. If you have questions, please call the Career Advisor, Chet Cundiff, at 918-352-2551, extension 283.

Entrance Requirements

- Attend a required Surgical Technology Program information meeting
- Official high school transcript, GED Certificate, or equivalent.
- Minimum of 12 college hours with GPA of 2.5 **OR** minimum ACT composite score of 19 **OR** TABE Test with 10th Grade Equivalency in Reading and 9th Grade Equivalency in Math.
- Provide documentation of immunizations and/or titers.
- Postsecondary students who are 18 years or older by the first day of class

Submit Surgical Technology Application

Complete the Surgical Technology Application. The application is available online at www.centraltech.edu. Go to the Surgical Technology page and fill out and submit the application online. The application may also be submitted in person at the Drumright Campus.

Visit with the Career Advisor

The Career Advisor, Chet Cundiff, may be contacted at 918-352-2551, extension 283. If you submit your application online, you will be contacted by the Career Advisor as soon as possible; if you have not been contacted within one business day, please contact him. The Career Advisor will discuss the application and entrance requirements with you.

Information Session Schedule

All applicants are required to attend an information session with the instructor. To sign up for an Information Session contact the Career Advisor at 918-352-2551, extension 283. Bring your application packet with you.

Thursday, January 18, 2018	9:00 am	Surgical Technology Classroom
Thursday, February 15, 2018	2:00 pm	Surgical Technology Classroom
Thursday, March 8, 2018	9:00 am	Surgical Technology Classroom
Tuesday, April 3, 2018	6:00 pm	Surgical Technology Classroom
Tuesday, April 10, 2018	2:00 pm	Surgical Technology Classroom
Tuesday, April 24, 2018	6:00 pm	Surgical Technology Classroom
Wednesday, May 9, 2018	9:00 am	Surgical Technology Classroom
Wednesday, May 23, 2018	2:00 pm	Surgical Technology Classroom

TOEFL Exemptions

Legal aliens who have applied for school are exempt from taking the TOEFL if:

1. Transcripts generated by schools outside the United States must be evaluated by a credentialing agency in order to validate equivalency. Contact the World Education Services at www.wes.org or check with local colleges and universities
2. Has completed a minimum of 24 hours of college credit with a minimum grade of "C" in each of the classes.

Test of English as a foreign language (TOEFL) International Applicants Only

A High School Equivalency Assessment letter indicating a foreign country education is equivalent to a United States high school education is required as proof of high school equivalency. The evaluation and letter are available through the International Students Office at many colleges and universities. It can also be obtained from World Education Services at <http://www.wes.org>

Central Technology Center does not administer the TOEFL examination.

- The applicant may register for the examination online or over the phone. <http://www.ets.org> (Select “TOEFL” from the list of exams) 1-800-GO-TOEFL (1-800-468-6335)
- The TOEFL exam is required for admission of international students from non-exempt countries.

Countries of Exemption:

Anguilla	Antarctica	Antigua & Barbuda	Australia
Bahamas	Barbados	Belize	Bermuda
Botswana	British Indian Ocean Territory	British Virgin Islands	Brunei
Canada (Except Quebec)	Cayman Islands	Cyprus	Dominica
Fiji	Gambia	Ghana	Gibraltar
Grenada	Guyana	India	Ireland
Islas Malvinas (Falklands)	Jamaica	Kenya	Kiribati
Lesotho	Liberia	Malawi	Malta
Marshall Islands	Mauritius	Micronesia	Montserrat
Namibia	Nauru	New Zealand	Nigeria
Pakistan	Palau	Papua New Guinea	Philippines
Seychelles	Sierra Leone	Singapore	Solomon Islands
South Africa	Sri Lanka	St. Christopher and Nevis	St. Kitts and Nevi
St. Lucia	St. Vincent and the Grenadines	Swaziland	Tanzania
Tonga	Trinidad and Tobago	Turks and Caicos Islands	Tuvalu
Uganda	United Kingdom	United States	Vanuatu
Vatican City	Virgin Islands	Western Samoa	Zimbabwe

- A score >500 must be achieved on the paper-based exam to be considered for admission. In lieu of this requirement, the applicant may instead:
 - Achieve a score > 173 on the computer-based TOEFL
 - Achieve a score > 61 on the Internet-based TOEFL
 - Provide proof of completion of 24 credit hours of college courses, taken in the United States, with a grade of “C” or higher in all courses
 - Provide proof of graduation from a high school located in the United States
 - If the applicant has completed the “Institutional TOEFL” at a college or university, this score is acceptable and meets the testing requirement.
 - Other applicants wishing to be exempted from the TOEFL exam must make an appointment with the Career Advisor and present the reason for requesting an exemption. **The Career Advisor’s determination of the need to take the TOEFL is final.**

Test of Adult Basic Education (TABE)

The TABE will be administered to assist in recommending the most appropriate placement. There is a \$35 testing fee for the TABE. Fees must be paid prior to testing.

Surgical Technology program applicants are EXEMPT from the TABE test if they have:

- An official college transcript with evidence of completing 12 hours of college credit with a 2.5 or better GPA
- a minimum ACT composite score of 19

Financial Aid

Students must contact the Central Tech Financial Aid Officer prior to the beginning of class to determine if they are eligible for financial aid.

Angie Piotrowski, Financial Aid Officer is at:

- Drumright Campus (MWF) 918-352-2551, Ext. 237
- Sapulpa Campus (TTh) 918-224-9300, Ext. 131

Apply for federal aid on fafsa.ed.gov or visit with Ms. Piotrowski. If qualified, FAFSA pays Pell Grants only. Central Tech does not offer subsidized or unsubsidized loans. Central Technology Center’s school code is **009964**.

Required Immunization / Screening Requirements

The following documented immunizations and titers must be submitted:

- Measles, Mumps, Rubella (MMR)
You must have documentation of receiving 2 MMR vaccinations, or positive titers (blood tests that show immunity to Measles, Mumps, and Rubella)
- Varicella Immunization
You must have documentation of receiving 2 vaccinations, or have a positive titer (blood test showing immunity to Varicella). Submitting a physician’s statement that you had chicken pox will **NOT** be accepted.
- Tdap (Tetanus) Vaccine must have documentation of receiving a booster immunization no earlier than July 2013.
- Hepatitis B Series (3 immunizations) **MUST have 2 by application deadline**

Tuition Payment

Payment arrangements must be made with the Bursar prior to the first day of class. Contact Charlotte Gaunt, Bursar, Drumright Campus, 918-352-2551, Extension 267.

Deadline

Applications are due by noon, June 15, 2018. Submit application and documentation to Attention: Career Advisor, Central Technology Center, 3 CT Circle, Drumright, OK 74030.

Central Tech Surgical Technology Step-by-Step Application Process

Step 1	Complete the Surgical Technology Application. The application is available online at www.centraltech.edu . Go to the Surgical Technology page and fill out and submit the application online. The application may also be submitted in person at the Drumright Campus.
Step 2	Review the Surgical Technology Application Packet. The Application Packet is also available online at www.centraltech.edu . In addition, it may be picked up at the Drumright campus or can be mailed to you. If you have questions, please call the Career Advisor, Chet Cundiff, 918-352-2551, extension 283.

Step 3	Visit with the Career Advisor. The Career Advisor may be contacted at 918-352-2551, extension 283. If you submit your application online, you will be contacted by the Career Advisor as soon as possible; if you have not been contacted within one business day, please contact him. The Career Advisor will discuss the application and entrance requirements with you.
Step 4	Schedule to attend a Surgical Technology Information Session. Contact Chet Cundiff, 918-352-2551, extension 283 to schedule an information session: Thursday, January 18, 2018 9:00 am Surgical Technology Classroom Thursday, February 15, 2018 2:00 pm Surgical Technology Classroom Thursday, March 8, 2018 9:00 am Surgical Technology Classroom Tuesday, April 3, 2018 6:00 pm Surgical Technology Classroom Tuesday, April 10, 2018 2:00 pm Surgical Technology Classroom Tuesday, April 24, 2018 6:00 pm Surgical Technology Classroom Wednesday, May 9, 2018 9:00 am Surgical Technology Classroom Wednesday, May 23, 2018 2:00 pm Surgical Technology Classroom
Step 5	Entrance Requirements: <ul style="list-style-type: none"> • Attend a required Surgical Technology Program information session. • Official high school transcript, GED Certificate, or equivalent. • Minimum of 12 college hours with GPA of 2.5 OR minimum ACT composite score of 19 OR TABE Test with 10th Grade Equivalency in Reading and 9th Grade Equivalency in Math. • <u>International Applicants Only</u> – TOEFL scores (unless applicant meets exception requirements). • Provide documentation of immunizations and titers.
Step 6	TABE ASSESSMENT – Register for the TABE assessment. For more information refer to “Testing Information” on page 5 of the application packet. Contact Cindy Gann, 918-352-2551, extension 206 to schedule the TABE. International applicants must also provide proof of a passing TOEFL score or meet requirements for exemption. Refer to “International Applicants Only”, page 4 of application packet.
Step 7	FINANCIAL AID Speak with Financial Aid Officer Angie Piotrowski, 918.352.2551, extension 237 to see if you qualify for grants/scholarships. Complete and turn in all required financial aid documentation to Financial Aid Officer
Step 8	Turn in all completed documentation to the Career Advisor at the Drumright Campus. Please submit all the information listed below in a sealed envelope with your name and address listed on it. Transcripts Documentation of required immunizations (Please keep a copy for your records): <u>MMR</u> (2 of these) OR positive titer for Measles OR positive titer for Mumps OR positive titer for Rubella <u>Varicella Immunization</u> (2 of these) OR positive titer for chicken pox <u>Tdap (Tetanus) vaccination</u> within the last 5 years (2013-2017) <u>Hepatitis B series</u> (3 immunizations) MUST have 2 by application deadline
Step 9	NOTIFICATION OF ACCEPTANCE INTO PROGRAM & START DATE: Applicants, whose files were reviewed for program acceptance, will be notified by mail of provisional acceptance approximately one month prior to the start of class. Provisionally accepted students MUST attend a mandatory class orientation prior to the start of class.
Step 10	TUITION PAYMENT & FINANCIAL AID – Payment arrangements must be made with the Bursar prior to the first day of class. Students must contact the Central Tech Financial Aid Officer prior to the beginning of class to determine if they are eligible for financial aid. Charlotte Gaunt, Bursar, Drumright Campus, 918-352-2551, Ext. 267 Angie Piotrowski, Financial Aid Officer is at: Drumright Campus (MWF) 918-352-2551, Ext. 237 and Sapulpa Campus (TTh) 918-224-9300, Ext. 131 Apply for federal aid on fafsa.ed.gov or visit with Ms. Piotrowski. If qualified, FAFSA pays Pell Grants only. Central Tech does not offer subsidized or unsubsidized loans.

**SURGICAL TECHNOLOGY
EQUIPMENT, FEES AND TUITION COSTS
2017-2018**

TUITION:

Total Program Hours

1200

First Semester 600 Hours	600
Second Semester 600 Hours	600
Tuition Fee per Hour	1.50
Total Tuition In-District	\$1800.00
Total Tuition Out-of-District	\$3600.00

FEES:

Student activity fee	\$100.00
Association of Surgical Technicians (AST) dues	\$50.00
Student organization dues (HOSA)	\$17.00
Drug screening (2 drug screens)	\$90.00
Additional Charge for positive test	\$29.00
Hepatitis B vaccine (series of 3 injections)	\$120.00
TB serum	\$10.00
CPR class/card	\$30.00
Background Check: National	\$60.00
Practice Tests (4 tests)	\$160.00
Accident Insurance	\$19.00
Liability Insurance	\$24.00
Licensure Exam Fee	\$285.00
Campus parking sticker	\$1.00
Fees Subtotal:	\$995.00

BOOKS AND RESOURCES:

Intro to Surgical Technology	\$75.00
Surgical Procedures	\$60.00
Surgical Techniques	\$90.00
Herlihy: The Human Body in Health and Illness	\$50.00
Herlihy: The Human Body in Health and Illness Workbook	\$27.00
Dean Vaughn Medical Terminology Workbook	\$32.00
Taber's 21 st Edition Cyclopedia Medical Dictionary	\$47.00
Alexander: Care of the Patient in Surgery	\$107.00
Differentiating Surgical Instruments	\$62.00
Association of Surgical Technologist Study Guide for the Surgical Technology Examination	\$97.00
Appleton and Lange Review for Surg Tech	\$52.00
Prentice Hall Review of Surgical Technology	\$67.00
Fuller Surgical Technology Principles and Practice	\$85.00
Mock Instrument Kit	\$375.00
Books and Resources Subtotal:	\$1226.00

UNIFORMS:

(4) Scrub tops	\$112.00
(4) Monogram	\$39.00
(4) Scrub bottoms	\$125.00

(2) Pairs of shoes	\$136.00
Uniform Subtotal:	\$412.00

**CONSUMABLE
SUPPLIES:**

Gowns	\$160.00
Gloves	\$60.00
Caps	\$60.00
Shoe Covers	\$35.00
Masks	\$35.00
Lap Packs	\$175.00
Scalpels	\$50.00
Syringes	\$50.00
Suture packs	\$75.00
Consumable Supplies Subtotal	\$700.00

MISCELLANEOUS GRADUATION FEES:	\$70.00
---	----------------

**TOTAL PROGRAM
COSTS:**

IN-DISTRICT	\$5203.00
OUT-OF-DISTRICT	\$7003.00

CERTIFICATION:

Certified Surgical Technologist Exam – Association of Surgical Technologists (included in Fees)	\$285.00
---	----------

Checklist for Required Documentation

Name: _____ Date submitted: _____

Phone Number: _____

Complete and submit this form with required documentation for enrollment consideration

Items required for acceptance	Dates of completion		Points
High School transcript OR		MUST have one of these	1
GED (equivalent)			
ACT (composite of 19>) OR		MUST have one of these	1
TABE (G.E. 10 reading, and 9 Math)			
12 hours college with 2.5 GPA>			
20 or more college hours or military training		Transcript or DD-214 (honorably discharged)	1
MMR Vaccination #1		MUST have both or Titer	1
MMR Vaccination #2			
Tdap vaccine (booster) after July 2013		MUST have or Titer	1
Varicella #1		MUST have both or Titer	1
Varicella #2			
Hepatitis B Immunization #1		MUST have both or Titer	1
Hepatitis B Immunization #2			
Attend Information session		MUST attend	1
Resume with 3 references		References to include- 1 professional and 2 personal	1
1 year experience in the medical field		Listed on resume	1
Central Tech program completer		1 point = Medical Assisting or Health Careers	1
Central Tech Short Term classes		1 point = Medical Terminology 1 point = Anatomy & Physiology	1 1
TOTAL POINTS		13 Points maximum	



SURGICAL TECHNOLOGY APPLICATION

PLEASE TYPE OR PRINT INFORMATION:

SS# _____ - _____ - _____
(Optional - Required at enrollment)

Full Legal Name: _____
(First) (Middle) (Maiden) (Married)

(Street # & Name, or P.O. Box)

(City) (State) (Zip)

Home Telephone Number: () _____ Work Number: () _____

Cell Phone Number: () _____ E-Mail Address: _____

In case of emergency, please notify: (Please list someone who will always know your whereabouts)

(Name) (Relationship) (Home Phone) (Work/Cell Phone)

Present Occupation: _____ Employer: _____

Current Employer's Address:

(Street # & Name, or P.O. Box) (City) (State) (Zip)

Past Employer's Address:

(Street # & Name, or P.O. Box) (City) (State) (Zip)

Circle highest grade completed: 7 8 9 10 11 12 GED College: 1 2 3 4
(Attach an official copy of your high school transcript or GED SCORES and college transcripts as applicable.)

Have you ever enrolled in and/or graduated from a Surgical Technology program before? Yes _____ No _____

If yes, name of School: _____

Dates of Attendance: _____

If you did not graduate, reason for leaving previous school: _____

Have you ever attended a career and technology center in the past? Yes _____ No _____

If yes, name and date of school and program attended:

Name of school: _____ Date _____

Program attended: _____

Are you seeking financial aid? Yes ____ No ____ If you are seeking financial aid from any agencies such as W.I.A., V.A., B.I.A., or Voc-Rehab, please list the agency and your counselor's name:

How did you hear about Central Technology Center? _____ Flier in hospital/dr. office/Workforce _____ Internet/Website ____ Direct Mail/Brochure ____ Family/Friend ____ Newspaper/Radio ____ Other

Will you need accommodations or modifications to successfully perform the essential functions of the assessment and/or occupational program in which you enroll? If yes, please describe:

Have you ever been arrested for any offense other than traffic violation or minor offense? Yes _____ No _____

Have you ever been convicted of any offense, including a deferred sentence, within the past five years, except for any offense expunged under Oklahoma State Statute 63.0§1981 2-410? Yes _____ No _____

Do you have a record of a felony conviction, even if conviction has been expunged? Yes ____ No ____ (If yes, you will need to provide an official copy of your conviction record)

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF ENROLLED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR TERMINATION.

SIGNATURE: _____ DATE: _____

NON-DISCRIMINATION CLAUSE

Central Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Title VII and Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act and the American with Disabilities Act (ADA), does not discriminate on the basis of race, color, religious creed, national origin, age, sex/gender, disability or veteran status in any of its policies, practices or procedures. These equal opportunity provisions include, but are not limited to, admissions, employment, financial aid and educational services. Central Tech offers career and technical training under the national career cluster framework. Admission is open to interested students. Questions, complaints, or requests for additional information regarding these laws may be forwarded to Kent Burris, Assistant Superintendent, the designated compliance coordinator, at 918-352-2551, Monday through Friday between 8:00 am and 4:00 pm.