SURGICAL TECHNOLOGY
PROGRAM APPLICATION

Fall 2016
Full-Time, days
Application Deadline: July 15, 2016

Submit completed application to:
Palm Beach State College
Any Campus Admissions Office:
www.palmbeachstate.edu/Locations
Web Site:
www.palmbeachstate.edu/programs/SurgicalTechnology
Equal Opportunity Institution

PROGRAM INFORMATION

About the Program
The Surgical Technology Program at Palm Beach State College (PBSC) is a Limited Access program that is
designed to prepare students for employment as Surgical Technologists. Clinical experiences are included as
an integral part of this program. The Surgical Technology Program is accredited by the Commission of
Accreditation on Allied Health Programs upon the recommendation of the Accreditation Review Council on
Education for Surgical Technology and Surgical Assisting, as follows:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street, Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
www.caahep.org

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
6 W. Dry Creek Circle, Suite #110 Littleton, CO 80120
Phone: 303-694-9262
Fax: 303-741-3655
www.arcstsa.org

Program Begins: August 23, 2016
Program Length: 1330 clock hours, 12 months
Program Schedule: Monday – Thursday, full-time days
Program Location: Lake Worth Campus; Final semester - Practicum locations vary throughout Palm Beach
County

Program Costs
Costs are approximate and subject to change. Please refer to the current College catalog for tuition rates per
clock hour. Scrubs, name badge, FDLE Screening (Criminal Background and Drug Screening), Physical
Examination, Immunizations, NBSTSA Certification Examination are at the student’s own expense (all
mandatory). The estimated program costs are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (in-state residents)</td>
<td>$3,800.00</td>
</tr>
<tr>
<td>Textbooks (approximate)</td>
<td>700.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>300.00</td>
</tr>
<tr>
<td>Total</td>
<td>$4,800.00</td>
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</tbody>
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Financial Aid
Financial Aid is available for this program, and it is recommended that you apply early. You can apply online at
www.palmbeachstate.edu/FinancialAid. Also, there are a limited number of scholarships available through the
Palm Beach State College Foundation Office. Currently, all Foundation scholarships require the Free
Application for Federal Student Aid (FAFSA) application, which may be filed online at fasfa.ed.gov. The toll-free
help line is 1-800-433-3243, Monday through Friday, from 8:00 a.m. midnight. The institution code is 001512.
For assistance with Financial Aid at Palm Beach State College, please contact Ashley Dinga at 561-868-3602.
Meeting the criteria for selection does not guarantee admission to the Surgical Technology Program. Final selection will be based on the applicant pool. If a student is selected and does not enter the program, or is not selected, the student must reapply and is not guaranteed acceptance in any subsequent selection process. It is the student’s responsibility to ensure all necessary documentation is received by the Admissions Office by the deadline date.

APPLICATION PROCESS

NOTE: ALL potential students must attend a Surgical Technology Information Session.

1. FIRST-TIME PALM BEACH STATE COLLEGE STUDENTS: Submit a completed Palm Beach State College general credit application at www.palmbeachstate.edu/admissions/admissions-applications.aspx, and pay the appropriate application fee by the deadline date. New students will be assessed a $40 nonrefundable fee; international (F-1/M-1) students will be assessed a $75 nonrefundable application fee. Be sure to insert your current, active Palm Beach State College e-mail address; upon receipt of your application, a confirmation page will be e-mailed to you with conditions of admission. Print the confirmation page and follow the instructions. Applicants must submit the Surgical Technology Program application to the PBSC Admissions Office. Returning Palm Beach State College students must also submit the Surgical Technology Program application to the Admissions Office.

2. TRANSFER REQUEST/ADVANCED PLACEMENT: Anyone applying as a transfer student from another surgical technology program must attach a cover letter of intent with their surgical technology application. Transfer/advanced placement applicants must take all entrance exams. In addition, please read the Prior Learning Portfolio section on the Prior Learning Assessment website at www.palmbeachstate.edu/Prior-Learning.

3. ACADEMIC HIGH SCHOOL TRANSCRIPT OR GED: Official standard high school transcripts or equivalent (transcripts are considered official if sent directly to Palm Beach State College from the previous institution or hand-delivered in a sealed envelope, sealed by the issuing institution) must be delivered to the Palm Beach State College Admissions Office, showing proof of a standard high school graduation, GED, or validated foreign equivalent. All applicants – new, current, and college transfer students must have their official high school or GED transcript on file at Palm Beach State College. You may download the transcript request form from our website at www.palmbeachstate.edu/admissions/transcript-request.aspx.

4. COLLEGE TRANSCRIPTS: Official college transcripts (transcripts are considered official if sent directly to Palm Beach State College from the previous institution or hand-delivered in a sealed envelope, sealed by the issuing institution) from ALL post-secondary institutions attended must be submitted. You may download the transcript request form from our website at www.palmbeachstate.edu/admissions/transcript-request.aspx. All international post-secondary records must be submitted with a commercial evaluation. If you attended college, we still require proof of a standard high school diploma, GED, or validated foreign equivalent. Commercial evaluation of foreign transcripts must be conducted by approved evaluators, which can be found at www.naces.org/members.html.

5. ENTRANCE TESTING INFORMATION:

TEST OF ADULT BASIC EDUCATION (TABE) Students are required to take the TABE prior to enrolling in the program. To determine if you are exempt, please go to the following link: www.palmbeachstate.edu/academicservices/curriculum-and-programs/tabe-standards.aspx

To be eligible for program completion, students must achieve scores of 11 or higher in Reading and Language and 10 or higher in Mathematics. Your scores are valid for two years. The Student Learning Center (SLC) at each PBSC College location provides TABE remediation courses for students who need additional skills to pass the TABE test.

There is a fee for this exam but if you paid your college application fee and never took a placement test, your receipt will cover the testing fee once. Please pay the cashier and report to the Lake Worth campus testing center (with photo ID) to arrange to take the exam.

For TABE testing information, call:
Belle Glade (561) 993-1125
Boca Raton (561) 862-4330
Lake Worth (561) 868-3011
Palm Beach Gardens (561) 207-5359

For TABE remediation information, call SLC:
Belle Glade (561) 993-1148
Boca Raton (561) 862-4492
Lake Worth (561) 868-3795
Palm Beach Gardens (561) 207-5216

6. MANDATORY SURGICAL TECHNOLOGY INFORMATION SESSION AND LAB VISITATION WITH PROGRAM DIRECTOR:
Please visit the following link for available dates: www.palmbeachstate.edu/programs/SurgicalTechnology (Click on the Information Session Link)
AFTER SUBMITTING YOUR APPLICATION

To monitor your Surgical Technology Program application status, use the following steps:

1. Check your Palm Beach State College Email for notification and for steps to complete program registration if accepted. (For help with your Palm Beach State College email login: www.palmbeachstate.edu/Helpdesk.)

2. Go to www.palmbeachstate.edu/Pantherweb.
   a. Log on using your Palm Beach State College student ID number and pin.
   b. This takes you to your student PantherWeb page.
   c. Click on “Limited Access Application status.”

ACCEPTANCE/REGISTRATION

Applicants who are selected will be notified approximately one week after the deadline date. If an applicant is selected and does not complete the registration process, the applicant must reapply and is not guaranteed acceptance in any subsequent selection process.

The provisional acceptance notice will include:

1. Registration information
2. Medical exam form
3. Criminal Background Check (includes Social Security number verification)
4. Drug screen form
5. Date of Mandatory Orientation

After admission, the documentation above must be on file with the Surgical Technology Program Office. All students are conditionally accepted and will be required to obtain Criminal Background Checks and Drug Screenings (at their own expense) prior to the start of class. Further information will be provided when admitted into the Surgical Technology Program. Failure to provide such documentation will result in termination of application.

SELECTION CRITERIA

After all eligibility requirements for placement into the selection pool have been satisfied, the following point system will be utilized for selection into the program.

I. Course completion of VPI 0400 - Strategies for Program Success
   Optional course. Arrangements made through Erin Sullivan, Workforce Assessment Advisor (Location: ETA 238, 561-868-3877)
   Cost $30.00. (If SLS 1501 previously completed same points awarded)................................................................................................................................. 3

II. Health Care Professional
   Submit a copy of current license/industry certification to the Limited Access Office ........................................................................................................ 2

III. Education Only one point value from this category will be awarded.
   Credits earned from regionally accredited institution at college level (one area only)
   Up to 29 college credits................................................................................................................................................................................. 1
   30 or more college credits or AS or AA degree.................................................................................................................................................. 2
   Program Completer from a Palm Beach State College Health Sciences Program ................................................................. 3
   Bachelor’s degree ................................................................. 4
   Master’s degree or higher........................................................................................................................................................................ 5

IV. U.S. Veteran
   The applicant must submit copy of DD214 with honorable discharge................................................................. 2

MAXIMUM POINTS POSSIBLE ..................................................................................................................................................................................... 12
Please Type or Print Clearly

PALM BEACH STATE COLLEGE STUDENT ID ____________

1. NAME
   Last
   First
   Middle/Maiden
   Suffix

   Please list all previous names under which documents may be sent: ____________________________

2. LOCAL ADDRESS
   Number and Street Address
   City
   County (or Province)
   State
   Zip Code

3. HOME TELEPHONE ( ) __________________________ 4. WORK TELEPHONE ( ) __________________________

5. OTHER: CELL ( ) __________________________ 6. PBSC Email: __________________________@my.palmbeachstate.edu

7. DATE OF BIRTH _______ - _______ - _______
   Month   Day   Year

8. TRANSCRIPTS: Official transcripts must be sent directly to the Palm Beach State College’s Admission Office from the issuing school/agency. All applicants, including college transfers, must submit high school or GED transcripts directly to Palm Beach State College. College transfer students must submit official transcripts from all colleges in which the applicant has enrolled.

9. COLLEGE/UNIVERSITY
   List all postsecondary colleges or universities you attended. Omission constitutes falsification of records and voids the application.

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>CITY/STATE</th>
<th>DATES</th>
<th>DEGREE</th>
<th>CREDITS</th>
</tr>
</thead>
</table>

   To list more colleges/universities, please attach a separate page.

10. Are you currently enrolled at Palm Beach State College?  Yes  No

11. Are you currently enrolled at another college/university? Yes  No

12. FLORIDA RESIDENT? Yes  No

13. Have you taken the Test of Adult Basic Education (TABE)? (TABE scores cannot be older than 2 years) Yes  No

14. If applicable, have you submitted current license/industry certification? Yes  No

Applicant’s Signature
I understand that falsification or omission of any information may result in my dismissal or rejection from Palm Beach State College. I have read and understand all of the instructions pertaining to the Surgical Technology Program as explained in the Surgical Technology Application packet.

__________________________________________
Signature of Applicant

__________________________________________
Date

NOTE: IF AN APPLICANT IS SELECTED AND DOES NOT COMPLETE THE REGISTRATION PROCESS, THE APPLICANT MUST REAPPLY AND IS NOT GUARANTEED ACCEPTANCE IN ANY SUBSEQUENT SELECTION PROCESS.