SURGICAL TECHNOLOGY
LIMITED ACCESS
PROGRAM APPLICATION

Fall Full-time days

DEADLINE: July 9, 2018

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)
25400 US Highway 19, Suite 158, 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.arcsts.org

Program Begins: August 23, 2018
Program Length: 1330 clock hours, 12 months
Program Schedule: Monday – Friday, full-time days (summer schedule to be announced)
Program Location: Lake Worth Campus – Externship clinical assignment locations vary throughout Palm Beach County

What are the costs for the program?
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>Item</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>750.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>600.00</td>
</tr>
<tr>
<td>Total</td>
<td>$5,150.00</td>
</tr>
</tbody>
</table>

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 fafsa.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 call 561-868-3330.
Meeting the criteria for selection does not guarantee admission to the Surgical Technology Program. Final selection will be based on the applicant pool. In the event of a tie, priority will be given to the student with the highest postsecondary GPA, then high school GPA. 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.

APPLICATION PROCESS

1. FIRST-TIME PALM BEACH STATE COLLEGE STUDENTS: Submit a completed Palm Beach State College general application at www.palmbeachstate.edu/admissions/admissions-applications.aspx, and pay the appropriate application fee. 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.

SURGICAL TECHNOLOGY PROGRAM APPLICATION; applicants must also submit to any PBSC Admissions Office. Returning Palm Beach State College students must also submit the Surgical Technology Program application to any 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 DIPLOMA OR GED ACADEMIC HIGH SCHOOL DIPLOMA OR GED Official transcripts must be submitted to the Admissions Office proving a standard high school diploma, GED, or validated foreign equivalent. All high school transcripts and GED must include a graduation date. Transcripts are considered official if sent directly to Palm Beach State College from the previous institution or be hand-delivered in a sealed envelope sealed by the issuing institution. The high school transcript may be waived for admissions purposes if a student has earned an Associate, Bachelor, or higher degree from a regionally accredited institution. You may download the transcript request form from our website at www.palmbeachstate.edu/admissions/transcript-request.aspx. Students who received a Florida GED can request their scores at www.ged.com.

4. COLLEGE TRANSCRIPTS - Official college transcripts from ALL post-secondary institutions attended must be official and complete (transcripts are considered official if sent directly to Palm Beach State College from the previous institution or are hand-delivered in a sealed envelope sealed by the issuing institution). Official incomplete postsecondary transcripts will be accepted only if transcripts with course progress have the most recent grades for the term prior to the deadline. You may download the transcript request form from our website at www.palmbeachstate.edu/admissions/transcript-request.aspx. All post-secondary records from out of the country must be submitted with a commercial evaluation. The high school transcript may be waived for admissions purposes if a student has earned an Associate, Bachelor, or higher degree from a regionally accredited institution. Commercial evaluation of foreign transcripts must be conducted by an approved evaluator listed at www.palmbeachstate.edu/admissions/transcript-request.aspx.

5. ENTRANCE TESTING INFORMATION: TESTS (SCORES ARE VALID FOR 2 YEARS)

a. TEST OF ADULT BASIC EDUCATION (TABE) Students are required to take the TABE prior to enrolling in the program. TABE is not used for selection, but is required to be completed (if not exempt). To determine if you are exempt, please go to page 24 of the College Catalog: https://www.palmbeachstate.edu/catalog/current/index.pdf
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 any 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

b. LEVELS OF ENGLISH PROFICIENCY (LOEP) To be eligible for consideration for selection; Regardless of college degrees; all applicants whose high school diploma was not awarded in English OR took English Speakers of Other Languages (ESOL) within the last 2 years of high school are required to take the LOEP test and achieve, a minimum, score of 106. For more information, please go to the following link: http://www.palmbeachstate.edu/testing/test-information.aspx

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 password.
   b. This takes you to your student PantherWeb page.
   c. Click on “Limited Access Application status.”

ACCEPTANCE/REGISTRATION

Applicants whom are selected will be notified approximately 7 business days 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.

Entire tuition/fees are not due upon acceptance into the program. Registration fees are paid upon registration for each course.
## Applicant Point System for Selection

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Course completion of VPI 0400 - Strategies for Program Success</td>
<td>1</td>
<td>(Optional course.) Cost $30.00. (If SLS 1501 previously completed same points awarded)</td>
</tr>
<tr>
<td>II. Palm Beach County Resident</td>
<td>2</td>
<td>(Must attach copy of current Florida Identification/Florida driver’s license that lists a Palm Beach County address with your Limited Access Application in order to obtain points. No points awarded without proper documentation attached.)</td>
</tr>
<tr>
<td>III. Health Care Professional</td>
<td>1</td>
<td>Attach a copy of current state/national certification to your Limited Access application</td>
</tr>
<tr>
<td>IV. Education Only one point value from this category will be awarded.</td>
<td>1</td>
<td>(2.5 GPA cumulative or higher) Credits earned from regionally accredited institution at college level AA/AS/AAS degree or higher</td>
</tr>
<tr>
<td>V. U.S. Veteran</td>
<td>1</td>
<td>The applicant must submit copy of DD214 with honorable discharge</td>
</tr>
<tr>
<td>VI. Six months or more of restaurant experience, i.e. server, bartender,</td>
<td>2</td>
<td>(Letter from employer, on company letterhead outlining specific experience and verification of employment dates)</td>
</tr>
<tr>
<td>wait staff (Letter from employer, on company letterhead outlining specific experience and verification of employment dates)</td>
<td></td>
<td>-----------OR----------</td>
</tr>
<tr>
<td>Six months, or more of operating room experience, i.e. orderly, transporter, anesthesia technician (Letter from employer, on company/hospital letterhead outlining specific experience and verification of employment dates)</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**MAXIMUM POINTS POSSIBLE** ........................................................................................................................................................................ 8

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**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.**
**DEADLINE:** July 9, 2018

**SURGICAL TECHNOLOGY PROGRAM APPLICATION**

Program Code 5235

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**Palm Beach State College**

Please Type or Print Clearly

**Palm Beach State College Student ID**

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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 any 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>
<th>GPA</th>
</tr>
</thead>
</table>

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

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10. **Are you a Palm Beach County Resident?**
    (Must attach a copy of current Florida identification with Palm Beach County address.)
    - Yes
    - No

11. **If applicable, are you required to take the Test of Adult Basic Education (TABE)?**
    (TABE scores cannot be older than 2 years)
    - Yes
    - No
    If exempt from TABE: Exempt on the basis of

12. **If applicable, have you taken the Level of English Proficiency (LOEP) Exam?**
    - Yes
    - No

13. **If applicable, have you submitted current license/industry certification?**
    (Must attach a copy of current certification/licensure or point.)
    - Yes
    - No

14. **Are you a U.S. veteran?**
    (Must attach a copy of your DD214, with honorable discharge.)
    - Yes
    - No

15. **Do you have restaurant or Operating Room experience?**
    Must attach employee verification letter
    - Yes
    - No

16. **Have you attended a Surgical Technology Information Session within the past 6 months?**
    What date did you attend the information session?
    - Yes
    - No

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**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.

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Signature

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**Date**

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**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.