

**SURGICAL TECHNOLOGY
LIMITED ACCESS PROGRAM
APPLICATION
SPRING
Full-time days
DEADLINE: Nov. 20, 2019**



**Submit completed paper application to any
Admissions Office Location:**

Admissions Offices

www.palmbeachstate.edu/Locations

OR

Electronically submit completed application to:

www.limitedaccessapps@palmbeachstate.edu

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.arcstsa.org

Program Begins: January 6, 2020
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
Program Web Site: www.palmbeachstate.edu/programs/SurgicalTechnology
Equal Opportunity Institution

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:

Tuition (in-state residents)	\$3,800.00
Textbooks (approximate)	750.00
Miscellaneous	<u>600.00</u>
Total	\$5,150.00

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.

Requirements for Consideration for Selection

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 accumulated 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 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 a completed paper application to any PBSC Admissions Office or electronically submit a completed application to limitedaccessapps@palmbeachstate.edu. 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:** 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. 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 accumulated 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.
5. **TEST OF ADULT BASIC EDUCATION (TABE)**
 - a.) Unless exempt, students must achieve scores of 11 or higher in the Reading, Language sections and 10 or higher in the Math section of the TABE to be eligible for program completion. Scores are valid for two years.

***For questions about TABE exemptions, please speak with a Palm Beach State College Health Sciences academic advisor.

Test fees for the first attempt of the TABE are covered by the College application fee. Please pay the cashier and report to any campus Testing Center (with a government issued photo ID) to arrange to take the exam. The Student Learning Center (SLC) at each PBSC campus location provides remediation courses for students who need additional skills to pass the TABE.

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.) PLACEMENT TEST. Students who do not meet placement test exemption criteria as outlined on page 15 in the College catalog <https://www.palmbeachstate.edu/catalog/current/index.aspx>) must provide official test scores that meet the minimum from one of the following state-approved tests: PERT, SAT or ACT. Test scores expire two years from the date the test was taken.

Area	PERT	ACT	SAT
Reading	90 or Higher	18 or Higher	24 or Higher
English	90 or Higher	16 or Higher	23 or Higher
Mathematics	80 or Higher	18 or Higher	23.5 or Higher

AFTER SUBMITTING YOUR APPLICATION

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

1. 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 Panther Web page. Click on “Limited Access Application status”

ACCEPTANCE/REGISTRATION

Applicants whom are selected will be notified approximately 10 business days or sooner 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 (registration fees are paid upon registration for each course)
2. Medical exam form
3. Criminal Background Check (includes Social Security number verification)
4. Drug screen form
5. An Orientation for selected applicants will be held on December 03, 2019 from 09:00 am – 11:30 am in ETA159

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.

Applicant Point System for Selection

After all eligibility requirement for placement into the selection pool have been satisfied, the following point system will be utilized for selection into the program. Only one-point value from each category will be awarded.

- I. Course completion of VPI0400 – Strategies for Program Success (Optional course).
(If SLS1501 previously completed same points awarded)1
- II. College Degree (Associate degree or higher from a regionally accredited institution)1
- III. Palm Beach County Resident 2
(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).
- IV. Program completer from a Palm Beach State College Health Sciences/Public Safety Program..... 1
(Completion of a Health Sciences/ Public Safety Program that was minimally 11 college credits or 1200 clock hours)
- V. U.S. Veteran
The applicant must submit copy of DD214 with honorable discharge1
- VI. Six months, or more of operating room experience, i.e. orderly, transporter, anesthesia technician *(reference letter from immediate supervisor, on company/hospital letterhead outlining specific experience and verification of employment dates)*.....2

MAXIMUM POINTS POSSIBLE

8

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.



SURGICAL TECHNOLOGY PROGRAM APPLICATION

PROGRAM CODE: 5235

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 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.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDITS	GPA

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

- 10.** Are you a Palm Beach County Resident?
(Must attach a copy of current Florida identification with Palm Beach County address.) Yes No
- 11.** Have you taken the Test of Adult Basic Education (TABE)?
(TABE scores cannot be older than 2 years) Yes No Exempt
- 12.** Have you taken one of the approved placement tests: PERT, ACT, or SAT?
(Test scores cannot be older than 2 years) Yes No Exempt
- 13.** If applicable, is reference letter attached from immediate supervisor, on company letterhead, outlining specific experience and verification of employment dates relates to the selection criteria? Yes No
- 14.** Are you a U.S. veteran?
(Must attach a copy of DD214 with honorable discharge with your application) Yes No
- 15.** Have you completed a Palm Beach State College Health Sciences/Public Safety Program?
(Must be 11 college credits or 1200 clock hours) Yes No
- 16.** Have you successfully completed Strategies for Program Success (VPI0400) or an equivalent? Yes No
- 17.** Have you attended a Surgical Technology Information Session within the past 6 months? Yes No
What date did you attend the information session? _____

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 the instructions pertaining to the Surgical Technology Program as explained in the Program Application Packet.

Signature of Application

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.