Fall 2015
Application Deadline is May 15, 2015

Surgical Technology Certificate

ADMISSION REQUIREMENTS AND PROGRAM INFORMATION
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PVCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Hard copies of the Admission Requirements and Program Information booklets may be obtained in the Admissions and Advising Center and in the lower-level of the Kluge Moses Building.

Nondiscrimination Statement

Piedmont Virginia Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. PVCC does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit base factor. The College also prohibits sexual harassment including sexual violence or misconduct. The following person has been designated to handle inquiries regarding any of these policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.
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Introduction

The PVCC Surgical Technology Certificate Program is designed to provide students with an entry-level career in a health-care field that is rewarding, in demand and provides an opportunity for career advancement.

Surgical technologists currently are in high demand in hospitals in Central Virginia. Surgical Technology is a rapidly growing field. PVCC’s program is one of only a few offered in Virginia and the only one available in the Virginia Community College System.

The certificate curriculum is designed to provide graduates the opportunity to become nationally certified as surgical technologists. During the last semester of the program, students take the Certified Surgical Technologist Exam given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).
Surgical Technology Program Philosophy

The Surgical Technology Certificate Program at PVCC is organized around the belief that as members of the surgical team, surgical technologists participate in the promotion of optimal health for persons of all ages with acute or chronic surgical needs.

Surgical Technology education is a balance of the humanities, sciences, ethical principles and technical skill ability. The curriculum is designed to support the personal and career development of students. As students perform in the operating room, they learn and develop their highest potential in a challenging environment. PVCC’s Surgical Technology Certificate Program values the diversity of our students’ age, life experiences and cultures as this diversity reflects the society they will serve.

With today’s rapidly changing, information-expanding health-care system, students must develop skills and appreciation for life-long learning. For the Surgical Technology Certificate graduate this may include further acquisition of technical skills and knowledge within the work setting and/or pursuit of additional formal education.
Surgical Technology Certificate Program Goals and Objectives

The PVCC Surgical Technology Program prepares graduates as competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. Through didactic, laboratory and clinical training, the graduate will:

1. Apply knowledge of normal and pathological anatomy and physiology and the actions of pharmacological agents in order to individualize patient care.

2. Apply principles of asepsis in the establishment and maintenance of the sterile field.

3. Anticipate and respond to the needs of the surgeon in a calm and timely manner to minimize the patient’s exposure to surgical and anesthetic stress.

4. Demonstrate knowledge of specific surgical procedures and display dexterity in the use of required instrumentation and supplies.

5. Recognize the importance of teamwork, collaboration and cooperation among members of the surgical team.

6. Perform patient care in an efficient and professional manner.

7. Apply safety practices for patients, self and others.

8. Respect the patient’s inherent right to privacy, dignity and confidentiality.


10. Demonstrate awareness of the responsibility for actions with respect to legal and policy limits.
Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the student in the Surgical Technology Program must, either independently or with reasonable accommodation, be able to perform all of the following essential standards and functions of a surgical technologist. Students who are unable to meet these standards are not eligible for admission to the program.

1. **Speech**: Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members and the health-care team from a variety of social, emotional, cultural and intellectual backgrounds.

2. **Hearing and Comprehension**: Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, understand and respond appropriately to verbal directions and hear faint body sounds.

3. **Vision**: Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data and provide for the safety of clients' condition by clearly viewing monitors and other equipment in order to correctly interpret data.

4. **Mobility**: Stand and/or walk eight hours daily in the clinical setting. Bend, squat or kneel. Assist in lifting or moving clients of all age groups and weights. Perform cardiopulmonary resuscitation (move around client to manually compress chest and ventilate). Work with arms fully extended overhead. Lift 50 pounds independently and 125 pounds with assistance.

5. **Manual Dexterity**: Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, infusion pumps, life support systems) and hand surgeon instruments without contaminating the instrument or sterile field.

6. **Fine Motor Ability**: Ability to use hands for grasping, pushing, pulling and fine manipulation. Have tactile ability sufficient for physical assessment and manipulation of equipment.

7. **Mentation**: Ability to remain focused on multiple details and tasks for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions and readings.

8. **Smell**: Olfactory ability sufficient to monitor and assess health needs.

9. **Writing**: Ability to organize thoughts and present them clearly and logically in writing.

10. **Reading**: Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.
Health Status

All individuals admitted to the Surgical Technology Certificate Program will be required to submit documentation of a complete health assessment by his/her health-care provider. This will include documentation that specific immunizations and tests have been completed. A list of these immunizations may be obtained from the Health and Life Sciences Division Office in the Kluge-Moses Science Building, Room K224A.

Criminal Background Check and Drug Screening

All PVCC Surgical Technology students must complete the Authorization Form for Background Check and Drug Screening. No other processes may be substituted for this requirement. Forms and information will be mailed to students upon acceptance into the Surgical Technology Certificate Program.

This testing is completed through an outside vendor and all fees will be paid directly to this vendor. The testing will compare findings against the following criteria:

- Adult or child sexual offenses
- Adult, child or elder abuse or neglect
- Assault or battery
- Fraud
- Narcotics or other drugs, including prescription drugs
- Felonies of any type

The vendor will report only whether a student clears or does not clear the criteria listed above. All reports will be returned to the Dean of Health and Life Sciences. In the event that a student is not cleared, the student must make any clarifications directly with the vendor. The student may elect to involve the Dean in any clarification procedures. If no suitable arrangement can be made, the student shall be administratively withdrawn from the Surgical Technology Certificate Program.
Program Behavior Expectations

The PVCC Surgical Technology Certificate Program reserves the right to refuse admission to applicants if such refusal is considered to be in the best interest of the program. The program will not accept any student who has been dismissed from another college or program due to misconduct, threatening behavior, or who has been determined to be a potential threat. Students may be denied admission to the program if there is sufficient reason to believe that they present a danger to themselves, other members of the college community or clients in the clinical setting.

Part-Time Study

Students who wish to pursue a part-time course of study should complete the general education course requirements (see next page) prior to applying for admission to the Surgical Technology Program. Depending on the number of courses taken each semester, completion of general education coursework on a part-time basis sometimes takes several years.
Surgical Technology Program Prerequisites

Only applicants who have completed all program prerequisites by May 15, 2015 will be eligible for admission. Staff will not be available to assist with submission of application materials after 5 pm on May 15. We strongly recommend you complete the process before May 15.

The following items must be satisfactorily completed in order to be considered for admission to the PVCC Surgical Technology Certificate Program. This is a competitive admissions process with limited enrollment and not all applicants will be granted admission. Completion of these prerequisites and any of the general education courses in the curriculum does not guarantee admission.

1. **Attend a pre-admission orientation**

   **ALL applicants** must attend a pre-admission orientation meeting with the program director as part of the application process. The purpose of this meeting is to provide applicants with information regarding the role of the surgical technologist and review how program admission decisions are made. **ONLY applicants who attend this meeting BEFORE the application deadline will be considered for admission.** Contact Linda Starks at 434.961.6591 or lstarks@pvcc.edu for a schedule of meetings.

2. **Demonstrated competency in reading and writing (eligible to enroll in ENG 111)**

   a. Successful completion of developmental English courses (thru ENG 5 or ENF 1 or ENF 2 or ENF 3) OR

   b. COMPASS placement score showing proficiency in this content by placement into ENG 111 **(within last 8 years)** OR

   c. Virginia Placement* score showing proficiency in this content by placement into ENG 111 **(within last 2 years)** OR

      *Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest.

   d. Completion of an acceptable college-level composition course with a grade of “C” or better OR

   e. SAT verbal and writing score of 500 or PSAT of 52 **(within last 2 years)**

   f. ACT score of 18 **(within last 2 years)**
3. Demonstrated competency in Algebra
   a. Successful completion of developmental math courses (MTH 2, BSK 6, 8, and 9 OR MTE 1-5) (within last 8 years) OR
   b. COMPASS Algebra score of at least 40 (within last 8 years) OR
   c. Virginia Placement* math score showing proficiency in MTE 1-5 (within last 2 years) OR
      *Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest.
   d. Completion of an acceptable college-level Algebra course (within last 8 years) with a grade of “C” or better (Technical math or statistics courses will not satisfy requirement. Official transcript required.) OR
   e. SAT quantitative score of 520 or PSAT of 52 (within last 2 years) OR
   f. ACT score of 22 (within the last 2 years)

4. Demonstrated competency in science
   a. Completion of 1 semester college biology OR 1 semester college chemistry with a grade of “C” or better OR
   b. Completion of NAS 2 – Foundations of Life Science with a grade of “P” OR
   c. Completion of NAS 2 challenge exam with a 70% or better
      (Completion of above courses must be verified by an official transcript. BIO 141 and BIO 142 will not meet the above prerequisite.)

5. Curricular GPA of 2.5 or above
   The curricular GPA is the grade point average of all the general education courses (non-SUR courses) listed on the Surgical Technology Certificate curriculum sheet that the student has completed by the application deadline. This would include ENG 111, BIO 141/142, BIO 150, SDV 100/101/108 and HLT 141.

6. Science GPA of 2.0 or above
   The science GPA is the grade point average in the following courses that the student has completed by the application deadline: BIO 141, BIO 142 and BIO 150.
7. Test of English as a Foreign Language (TOEFL iBT)

a. Completion of the TOEFL iBT with a standard score of 84 or above and a minimum speaking score of 26 is required for ALL nonnative English speakers. Completion of ENG 111 does not satisfy this requirement.

b. Any nonnative English speakers who do not take the TOEFL iBT and are determined to be unable to understand and speak English at the required proficiency will be dismissed from the Surgical Technology Certificate Program.

c. TOEFL iBT scores are valid for up to two years.

8. **ALL** prerequisites must be completed and documentation received as described below no later than the application deadline of 5 pm, May 15, 2015. Late documentation will not be considered.

a. **Submitted to the PVCC Admissions and Advising Office:**

   Official non-VCCS transcripts.

   You must also submit a Transcript Evaluation Form ([http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf](http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf)) for any course for which you want credit as part of the Surgical Technology curriculum that was taken at a college other than PVCC (including other VCCS colleges).

b. **Submitted to the Health and Life Sciences Division Office:**

   Official or unofficial non-VCCS transcripts, TOEFL iBT scores (if required), and SAT/ACT scores (if used to document prerequisites), along with completed checklist from last page of Admissions Requirements and Program Information booklet.

   **Students should not** request copies of transcripts from the Registrar’s Office.
## Curriculum for Surgical Technology Certificate Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
<td>SAT or placement score</td>
</tr>
<tr>
<td>BIO 141</td>
<td>Human Anatomy &amp; Physiology I(^1)</td>
<td>4</td>
<td>College level BIO or CHM w/grade of C or better or pass NAS 2 within last 5 years</td>
</tr>
<tr>
<td>BIO 142</td>
<td>Human Anatomy &amp; Physiology II(^1)</td>
<td>4</td>
<td>BIO 141</td>
</tr>
<tr>
<td>SDV 100/101/108</td>
<td>Orientation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HLT 141</td>
<td>Introduction to Medical Terminology</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BIO 150</td>
<td>Introduction to Microbiology(^1)</td>
<td>4</td>
<td>College level BIO w/grade of C or better within last 5 years and MTE 1-5</td>
</tr>
<tr>
<td><strong>Surgical Technology Courses</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>1(^{st}) Semester (Fall)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUR 140</td>
<td>Introduction to Surgical Care</td>
<td>4</td>
<td>Pre- or corequisite BIO 141</td>
</tr>
<tr>
<td>SUR 145</td>
<td>Fundamentals of Surgical Care</td>
<td>4</td>
<td>SUR 140</td>
</tr>
<tr>
<td><strong>2(^{nd}) Semester (Spring)</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>SUR 250</td>
<td>Surgical Pharmacology</td>
<td>2</td>
<td>SUR 140</td>
</tr>
<tr>
<td>SUR 210</td>
<td>Surgical Procedures</td>
<td>8</td>
<td>SUR 145, pre- or corequisite BIO 142</td>
</tr>
<tr>
<td><strong>3(^{rd}) Semester (Summer)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUR 260</td>
<td>Surgical Technology Clinical Practicum</td>
<td>5</td>
<td>SUR 210, SUR 250</td>
</tr>
<tr>
<td>SUR 254</td>
<td>Professional Issues in Surgical Technology</td>
<td>1</td>
<td>SUR 210</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td>42</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\)BIO 141, BIO 142 and BIO 150 – A grade of “C” or higher is required. These courses must be repeated if they were taken more than eight years prior to application for admission to program.
Factors Considered for Admission Decisions

Admission to the Surgical Technology Program is competitive and will be based on a ranking system that includes student performance on all of the Surgical Technology Program prerequisites. Each student's past and potential educational achievement is measured against all other students applying. Applicants must submit all official documentation and demonstrate minimum requirements for consideration by the posted deadline to be considered for acceptance. Coursework in progress at time of deadline will not be considered during the application process. Students meeting all of the minimum requirements for admission are not guaranteed acceptance. Priority for admission is given to students who are residents of the PVCC service region (Albemarle, Buckingham, Charlottesville, Fluvanna, Greene, Louisa and Nelson). Applicants living in the Virginia Western Community College service area and planning to complete the Surgical Technology Program will receive priority for admission at that site.
Evaluation Process

1. Surgical technology applicants complete online Surgical Technology Program application and complete all required prerequisites prior to May 15 deadline. Applications or documentation received after the deadline will not be considered. THIS PROGRAM APPLICATION IS IN ADDITION TO THE PVCC COLLEGE APPLICATION.

2. The Program Director conducts a preliminary screening of all applicants to determine those who have met the minimum prerequisites and thus are eligible for admission.

3. Applicants are ranked according to the following criteria in order of importance:
   a. The number of general education courses completed by the application deadline
   b. The GPA earned in those completed courses
   c. The number of science courses completed by the application deadline (BIO 141, BIO 142, BIO 150). These courses must be completed within the last eight years.
   d. The GPA earned in those completed science courses

4. Applicants will be accepted, placed on the waiting list, or not accepted. Notification of status will be emailed to students’ VCCS email address on June 17, 2015. Letters to all applicants will be mailed the week of June 17, 2015.
   a. A waiting list of qualified applicants will be maintained in the event that selected students are not able to accept their place in the program. The waiting list will only be maintained until the first week of August 2015, and is not continued from year to year. Any student not admitted for their desired year will have to reapply for admission in subsequent years.
   b. Students seeking readmission into the program or advanced placement transfers will be considered on a space-available basis. Applicants for readmission must have submitted a letter requesting readmission by November 15 for spring readmission and April 15 for summer readmission. Students desiring readmission into SUR 140 must apply as new applicants.

5. Applicants selected for admission will be required to attend an operating room visit prior to final admission decision. These visits are designed to provide the applicant with a firsthand view of the surgical technologist’s role and for the clinical personnel to provide input about the applicant’s promptness and demonstrated interest in the operating room activities. The visits will be scheduled by the Program Director and/or clinical site coordinators.
1. WHAT DOES A SURGICAL TECHNOLOGIST DO?

Surgical technologists are educated specifically to assist in surgical procedures. Surgical technologists handle the instruments, supplies, and equipment necessary during the surgical procedure. They have an understanding of the procedure being performed in order to anticipate the needs of the surgeon. They must have the necessary knowledge and ability to ensure quality patient care during the operative procedure and are responsible for maintenance of the sterile field. PVCC’s Surgical Technology Certificate Program is designed to prepare students to perform as a member of the surgical team during all phases of surgery.

2. IF I AM TRANSFERRING FROM ANOTHER COLLEGE, CAN I GET CREDIT FOR SOME OF THE GENERAL EDUCATION COURSES?

Yes. Once your transcripts are on file in PVCC’s Office of Admissions and Records, you may request that the Registrar complete a transcript evaluation and send you written confirmation of courses accepted for transfer to PVCC. The Transcript Evaluation Request form can be found online at http://www.pvcc.edu/docs/forms/form_transcript_evaluation_request.pdf.

3. IS THIS A PART-TIME OR FULL-TIME PROGRAM?

Students can arrange their schedule to accommodate a part-time or full-time course load. Students accepted into the program will work with the Surgical Technology Program director to plan their curriculum. Note that most courses are offered sequentially and not every semester.

4. HOW LONG WILL THE PROGRAM TAKE?

Students’ current time commitments and courses/requirements already completed will determine how many semesters it will take to finish the program. A full-time student may complete the program in three semesters (12 months).
5. WHERE WILL I GET MY CLINICAL EXPERIENCES?

A variety of clinical sites are used to ensure all students can participate in required procedures. During all scheduled clinical experiences, students are under the direct supervision of an assigned clinical preceptor. Clinical experiences may be scheduled at the following sites: Martha Jefferson Hospital, The University of Virginia Health System, Augusta Medical Center, Monticello Surgery Center, and the University of Virginia Outpatient Surgery Center. Students enrolled through Virginia Western Community College will get their clinical experiences at Lewis-Gale Hospital in Salem.

6. HOW DO I GET TO CLASS/CLINICAL SITES?

Students are RESPONSIBLE for their own transportation to both classroom and clinical sites.

7. WILL I BE NATIONALLY CERTIFIED AS A SURGICAL TECHNOLOGIST WHEN I COMPLETE THE PROGRAM?

The Certified Surgical Technologist Exam given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) must be passed to become a certified surgical technologist. During the last semester of the program, students will have the opportunity to take this exam.

8. HOW MUCH DOES A SURGICAL TECHNOLOGIST MAKE?

The salary range for an entry-level surgical technologist is roughly $28,000-$42,000, depending on experience and geographic area. According to the Association of Surgical Technologists, the average surgical technologist hourly rate in Virginia is $19.37.

9. IS THERE ROOM FOR CAREER ADVANCEMENT?

With continued education, surgical technology is a stepping stone to numerous opportunities, such as a medical sales representative, central sterile supply manager, anesthesia technician, surgical first assistant and nurse.

10. ARE THERE PREREQUISITES FOR ADMISSION?

Yes, certain required general education courses have prerequisites that must be completed before admission into the Surgical Technology Program is possible. See pages 8-10 of this booklet for a detailed description of these prerequisites.
11. IS THERE FINANCIAL AID AVAILABLE TO SURGICAL TECHNOLOGY STUDENTS?

Yes. There are a number of financial aid opportunities. Some of these require enrollment in 12 semester hours each term. This should be considered as you plan your schedule. For further information, please contact the Financial Aid Office (434.961.6545) at your earliest convenience. It is best to complete your financial aid application by March 31 for the following fall semester.

12. WHAT DOES IT COST TO ATTEND THE SURGICAL TECHNOLOGY PROGRAM?

In addition to tuition and fees and the cost of transportation to clinical sites and parking, students are responsible for the following items (estimated):

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical exam, TB test and immunizations</td>
<td>*</td>
</tr>
<tr>
<td>*Consult your physician for cost and insurance company for coverage. Without insurance, cost through the Health Department for all required immunizations is approximately $500.</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>$1,126</td>
</tr>
<tr>
<td>Supplies</td>
<td>$570</td>
</tr>
<tr>
<td>Health Screening</td>
<td>$100-$500  (depending on health care provider and immunizations required)</td>
</tr>
<tr>
<td>Background Check/Drug Screen</td>
<td>$112</td>
</tr>
<tr>
<td>NBSTSA Pre-Test</td>
<td>$40</td>
</tr>
<tr>
<td>Certification exam (Payable during third semester)</td>
<td>$290*</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>*$190 for Association of Surgical Technologists (AST) members</td>
<td></td>
</tr>
</tbody>
</table>
A Message from the PVCC Math Department Regarding Placement Tests

Dear Student,

Please keep in mind the following suggestions as you prepare to take your placement exam. Most students place appropriately. On occasion, however, students are not prepared and do not place into the proper level. This letter is written especially to help prevent placing below your true level.

• Take the exam **very** seriously. The exam determines your starting level in mathematics and, therefore, how many mathematics courses you will need to finish your program.

• Give yourself the time you need. The test is not timed! If you are pressed for time, come back early on a different day and take the test when time will not be a factor. Use the time to carefully and seriously answer the questions. *A little time wisely spent on the placement exam can save a semester or more of work!*

• Brush up on your mathematics before the test, but don’t try to cram and learn things beyond your knowledge. You can obtain practice problems for the Compass test in mathematics from PVCC’s Testing Center and on the Internet at [www.act.org/compass](http://www.act.org/compass). The Jessup Library at PVCC has math texts on reserve for your review. You may also visit the PVCC First Quadrant Math Center for personal assistance prior to taking the math placement test. The Testing Center is located in PVCC’s Main Building, room M607. The First Quadrant Math Center is located in M253.

• Many students will have to take both mathematics and English placement tests. Consider taking these placement tests on separate days to minimize the effect of test fatigue.

• **Test scores are valid for two (2) years after the date of the test. Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest.**

• In summary, do yourself justice and place where you truly are in math by being serious and smart about your time.
# Surgical Technology Program Admission Checklist

Attach this checklist to any supporting documents and deliver to Health and Life Sciences Division Office by 5 p.m., May 15, 2015.

<table>
<thead>
<tr>
<th>APPLICANT NAME:</th>
<th>ID#</th>
</tr>
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<tbody>
<tr>
<td><strong>PREREQUISITES</strong></td>
<td><strong>Ways prerequisites can be met</strong></td>
</tr>
<tr>
<td>Completion of science prerequisite requirement</td>
<td>(1) college transcript, (2) completion of NAS 2 or (4) test-out of NAS 2</td>
</tr>
<tr>
<td>Completion of English prerequisite requirement</td>
<td>(1) Placement test, (2) college transcript, (3) SAT or ACT score</td>
</tr>
<tr>
<td>Completion of math prerequisite requirement</td>
<td>(1) Placement test, (2) college transcript, (3) SAT or ACT score</td>
</tr>
<tr>
<td>Attend Preadmission Orientation Meeting</td>
<td>Check schedule of meetings with Linda Starks (<a href="mailto:lstarks@pvcc.edu">lstarks@pvcc.edu</a>)</td>
</tr>
</tbody>
</table>

## Application Requirement

<table>
<thead>
<tr>
<th>How Met?</th>
<th>Completed?</th>
</tr>
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<tbody>
<tr>
<td>Complete PVCC Application <a href="http://www.pvcc.edu/admissions/apply-now">http://www.pvcc.edu/admissions/apply-now</a></td>
<td>Online Application</td>
</tr>
<tr>
<td>Complete Surgical Technology Program Application <a href="http://www.pvcc.edu/hlsapplication">www.pvcc.edu/hlsapplication</a></td>
<td>Online Application</td>
</tr>
<tr>
<td>Submit official transcript(s) for non-VCCS colleges to PVCC Office of Admissions and Advising. Request transcript evaluation for transfer credit (for any college other than PVCC).</td>
<td>Have colleges send official transcripts to PVCC Office of Admissions and Advising. Complete request form <a href="http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf">http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf</a> to have courses evaluated for transfer credit.</td>
</tr>
<tr>
<td>Include official or unofficial transcript(s) for non-VCCS colleges in packet for Health and Life Sciences Division Office.</td>
<td>Obtain official or unofficial transcripts from college(s).</td>
</tr>
<tr>
<td>If non-native English speaker, include copy of results of TOEFL iBT in packet for Health and Life Sciences Division Office. (TOEFL iBT scores are valid for up to two years.)</td>
<td>To find test site, go to TOEFL iBT web site at: <a href="http://www.ets.org/bin/getprogram.cgi?test=toefl">http://www.ets.org/bin/getprogram.cgi?test=toefl</a></td>
</tr>
<tr>
<td>Submit packet of supporting documents along with this completed checklist to Health and Life Sciences Division Office: - non-VCCS college transcripts (official or unofficial) - SAT or ACT scores (if used to document math or English prerequisites) - TOEFL iBT scores (if required)</td>
<td>Please list documents you are providing:</td>
</tr>
</tbody>
</table>

Deliver complete packet to Health and Life Sciences Division Office by 5 pm on application deadline.