Fall 2017
Application Deadline is June 1, 2017

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 Keats Science 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 Keats Science Building, Room K224A.

Criminal Background Check and Drug Screening

All PVCC Surgical Technology students must complete a Background Check and Drug Screening through our vendor, CastleBranch. 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 to this vendor.

The **Background Check** will search for adult or child sexual offenses; adult, child or elder abuse or neglect; assault or battery; fraud; misdemeanors and felonies of any type. However, only “barrier crimes” will result in failure of the background check. (PVCC defines “barrier crimes” as crimes that would prevent a student from employment OR prevent them from participating at a clinical site due to the clinical site’s requirements.)

The vendor will report only whether a student clears or does not clear the background check. All reports will be returned to the Clinical Compliance Coordinator. 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 of Health and Life Sciences in any clarification procedures. If no suitable arrangement can be made, the student shall be administratively withdrawn from the program.

The **Drug Screen** tests for Amphetamine (methamphetamine), barbiturates, benzodiazepine, cocaine, marijuana, methadone, methaqualone, opiates (codeine, morphine), phencyclidine and propoxyphene.

Any of these drugs found in the student’s drug screen, will result in the student failing the drug screen. In cases of failure, CastleBranch will reach out to the student and, if the student failed due to a valid prescription, the student can send CastleBranch prescription documentation, which may result in the student passing the drug screen. However, if no prescription covers the failure, the student will be administratively withdrawn from the 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 page 10) 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 June 1, 2017 will be eligible for admission. Staff will not be available to assist with submission of application materials after 5 pm on June 1. We strongly recommend you complete the process before June 1.

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. 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 OR
   c. Virginia Placement* score showing proficiency in this content by placement into ENG 111 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)

2. 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. For students who test out of developmental math, test scores are valid for 8 years.

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)

3. Demonstrated competency in science

a. Completion of NAS 2 – Foundations of Life Science with a grade of “P” (within the last 5 years) OR

b. Completion of NAS 2 challenge exam with a 70% or better (within the last 5 years) OR

c. Completion of BIO 141 with a grade of “C” or better (within the last 5 years)

(Completion of above courses must be verified by an official transcript.)

4. 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.

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 Certificate of Surgical Technology curriculum sheet that the student has completed by the application deadline. This would include ENG 111, BIO 141/142, SDV 100/101, HLT 141, and BIO 150.

*Please note: Students who have completed the most General Education courses listed on the curriculum sheet will be given first consideration.

6. Attend a pre-advising information group session. Dates and times can be found on the Surgical Technology program page on the PVCC website.
7. **ALL** prerequisites must be completed and documentation received as described below no later than the application deadline of 5 pm, June 1, 2017. 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. **Supporting documentation uploaded through the application**
      
      [To upload documents, follow the instructions on the health science application site.]

      Students should upload any supporting documents *(if used to document prerequisites and/or general education courses included in the curriculum)*, which may include:
      official or unofficial non-VCCS transcripts, TOEFL iBT scores, SAT/ACT scores.

      It is recommended that students store their supporting documents on a thumb drive for ease of uploading into the application and for any future use. These uploaded documents will be maintained only for the current application.

      **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>Course Prerequisites</th>
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<tbody>
<tr>
<td><strong>General Education Courses</strong></td>
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<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&lt;sup&gt;1&lt;/sup&gt;</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&lt;sup&gt;1&lt;/sup&gt;</td>
<td>4</td>
<td>BIO 141</td>
</tr>
<tr>
<td>SDV 100/101</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&lt;sup&gt;1&lt;/sup&gt;</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>
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</tr>
<tr>
<td><strong>1&lt;sup&gt;st&lt;/sup&gt; 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 co-requisite 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&lt;sup&gt;nd&lt;/sup&gt; Semester (Spring)</strong></td>
<td></td>
<td></td>
<td></td>
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<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 co-requisite BIO 142</td>
</tr>
<tr>
<td><strong>3&lt;sup&gt;rd&lt;/sup&gt; Semester (Summer)</strong></td>
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<td></td>
<td></td>
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<tr>
<td>SUR 260</td>
<td>Surgical Technology Clinical Practicum</td>
<td>5</td>
<td>SUR 210, SUR 250</td>
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<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>
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<td></td>
<td>42</td>
</tr>
</tbody>
</table>

<sup>1</sup>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 highly qualified students who are residents of the PVCC service region (Albemarle, Buckingham, Charlottesville, Fluvanna, Greene, Louisa and Nelson).
Evaluation Process

1. Surgical technology applicants complete online Surgical Technology Program application and complete all required prerequisites prior to June 1 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 (all non-SUR courses required for graduation in the Surgical Technology Certificate) completed by the application deadline.

   b. The GPA earned in those completed courses (i.e. curricular GPA which is the grade point average of all the non-SUR courses) listed on the Surgical Technology Certificate curriculum sheet prior to the application deadline. These would include: ENG 111, HLT 141, BIO 141/142 and BIO 150, humanities elective and health or physical education elective. The minimum acceptable curricular GPA is 2.5.

   c. The GPA earned in the science courses completed by the application deadline (BIO 141, BIO 142, BIO 150). These courses must be completed within the last eight years. The minimum acceptable science GPA is 2.0.

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 30, 2017, and letters to all applicants will be mailed the week of July 4, 2017.

   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 2017, 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.
Frequently Asked Questions

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 a part-time schedule by completing all or most all of the general education courses prior to applying for admission into the program. Because surgical technology courses are offered just once each year and first semester courses must be completed prior to enrollment in second semester courses and second semester courses must be completed prior to enrolling in third semester courses, it is impractical for students to attempt to take surgical technology courses other than as listed on the curriculum sheet.

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, 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):

Physical exam, TB test and immunizations  *
*Consult your physician for cost and insurance company for coverage. Without insurance, cost through the Health Department for all required immunizations is approximately $500.

Books: $811
Supplies: $570
Health Screening: $100-$500 (depending on health care provider and immunizations required)

Background Check/Drug Screen: $112.75
NBSTSA Pre-Test $40
Certification exam (Payable during third semester) $290*

*$190 for Association of Surgical Technologists (AST) members
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

<table>
<thead>
<tr>
<th>PREREQUISITES</th>
<th>Ways prerequisites can be met</th>
<th>How did you meet prerequisite?</th>
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<tbody>
<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>
<td></td>
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<tr>
<td>Completion of English prerequisite requirement</td>
<td>(1) Placement test, (2) college transcript, (3) SAT or ACT score</td>
<td></td>
</tr>
<tr>
<td>Completion of math prerequisite requirement</td>
<td>(1) Placement test, (2) college transcript, (3) SAT or ACT score</td>
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#### Application Requirement

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<thead>
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<th>How Met?</th>
<th>Completed?</th>
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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>If non-native English speaker, include copy of results of TOEFL iBT in upload of supporting documents. (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>In the online application, upload supporting documents (used to document prerequisites and/or general education courses included in curriculum), such as: - official or unofficial transcript(s) for non-VCCS colleges - TOEFL scores - SAT or ACT scores</td>
<td>Obtain any required documents and upload in application.</td>
</tr>
</tbody>
</table>

*For instructions on how to upload your supporting documents, please check the application site.*