



700 Logan College Road
Carterville, Illinois 62918

SURGICAL TECHNOLOGY PROGRAM

This packet contains information for the full-time program beginning August 2012.

Dear Prospective Student:

Thank you for your interest in the Surgical Technology Program (STP) at John A. Logan College (JALC) offered through the Southern Illinois Collegiate Common Market (SICCM). Graduates of this program earn a Certificate of Achievement in Surgical Technology.

The College has an open admission policy; however, there are some programs which have additional entrance requirements. Attached you will find an information packet about the STP program at JALC, an application for the STP program and an application for the pre-entrance examination. **You must contact the Admissions Office to obtain information about general admission to John A. Logan College.**

The **applicant must:**

1. achieve a competitive level score on the pre-entrance examination: **PSB – Health Occupations Aptitude Examination (HOAE)**,
2. submit all required documents listed in this packet under **Admission Requirements** to the designated office by **March 1, 2012** and
3. complete all necessary general entrance requirements for the College, as determined by the Admissions Office.

The career that you are considering is truly exciting! The Certified Surgical Technologist (CST) acts as a scrub person during surgery and must anticipate the surgeon's needs. The CST prepares the instruments and supplies needed for a specific procedure and passes the instruments to the surgeon. The "Surgical Tech" has the knowledge and ability to ensure quality patient care during the operative procedure and is constantly vigilant in helping to maintain the sterile field.

Further information is included in this packet and available on our website at www.jalc.edu/admissions/assessment/hcpa.php. We encourage you to thoroughly review the packet and website prior to applying to the program. Best wishes in your educational endeavors.

Best Regards,

Tom Cardwell
Director of Assessment

Valerie Barko
Associate Dean for Health & Public Service

Changes Effective 10/10/11

DIRECT EXTENSION ACCESS: (618) 985-2828 or 457-7676
OPERATOR: (618) 985-3741, 549-7335, 542-8612, 937-3438, TTY: 985-2752
WEB SITE: <http://www.jalc.edu>

PROFESSION

As part of the surgical team, the CST is responsible for providing an optimal surgical environment for the patient. The CST is responsible for three phases of surgical patient care or surgical case management. Some duties of the CST in each phase of case management include:

Preoperative Case Management

- Donning OR attire and personal protective equipment
- Preparing the OR
- Gathering necessary equipment and supplies
- Opening sterile supplies
- Scrubbing and donning sterile gown and gloves
- Organizing the sterile field for use
- Counting necessary items
- Assisting team members during entry to the sterile field
- Exposing the operative site with sterile drapes

Intraoperative Case Management

- Passing instrumentation, equipment and supplies to the surgeon and surgical assistant
- Preparing and handling pharmaceuticals
- Predicting needs of the patient and surgeon and preparing necessary items
- Counting necessary items
- Caring for specimens
- Applying dressings

Postoperative Case Management

- Maintaining the sterile field until the patient is transported
- Removing used instruments, equipment and supplies from the OR
- Caring and maintaining instruments, equipment and supplies following use
- Preparing OR for the next patient

The median salary for Certified Surgical Technologists is approximately \$12-\$13 per hour. Shift differentials will add more per hour and the hourly wage will vary slightly at each health care institution. In many instances there is additional "call pay".

PROGRAM

The Surgical Technology [one year] certificate program is offered through the Southern Illinois Collegiate Common Market (SICCM) and is offered cooperatively with John A. Logan College, Kaskaskia College, Rend Lake College, Shawnee Community College and Southeastern Illinois College.

General education courses are taken at the student's home campus, but all STP courses are taught in the SICCM facility in Herrin, Illinois. This may require students to travel an hour or more to classes. Students will need to have transportation to accomplish travel requirements in the STP Program. Travel time will need to be considered as well between home and the student's campus.

Currently, STP courses are taught during the day. STP courses are taught on Monday, Wednesday and Friday fall semester, and on Wednesday spring and summer semesters. There are three eight week clinical rotations; two are done in spring semester, and the final one is done in summer semester. Clinical rotations are done either on Monday or Wednesday in spring semester, and Monday, Tuesday, Thursday or Friday in summer semester.

Clinical rotations may require considerable driving. Students should expect to potentially drive an hour or more to and from clinical sites. Students will use a lottery drawing system for selection of their choice of clinical sites. Driving time hinges on clinical site availability at a given point in the semester.

If the number of students requiring clinical rotations exceeds the number of slots available at the clinical affiliates, students may be required to complete clinical rotation during the break following the scheduled semester or as soon as a clinical affiliate is available for training. A listing of operating rooms used for Clinical Rotations will be given to the admitted student in the admission packet.

Most of the STP courses have both lecture and hands-on laboratory components. Included in this packet is a list of STP courses with descriptions. The STP is full-time only, with courses offered in specific sequence. All STP courses in a semester must be taken and passed in order to progress to any STP course work of the next semester. All of the STP courses must be passed with a grade of "C" or better. The program is designed to be completed within one calendar year, or three semesters. Supervised clinical rotations comprise over 500 clock hours in the spring and summer semester.

PROGRAM OBJECTIVES

Upon completion of this STP program, the graduate must be able to demonstrate entry-level competencies to become a Surgical Technologist/Technician. The graduate will have knowledge and experience with aseptic surgical techniques and possess the technical skills needed to:

- Assist with patient care and related services in hospital operating rooms.
- Perform tasks that help ensure a safe surgical environment.
- Contribute to the operating team's efficiency.
- Support the surgeons and others involved in operating procedures.

TECHNICAL ABILITIES AND SKILLS REQUIRED

In order to handle the job responsibilities and tasks assigned to students in the Surgical Technology Program, students must be able to:

- Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity, and eye-hand coordination.
- Bend, reach, pull, push, stand, stoop, walk during shift and agility to handle body mass.
- Lift and carry up to sixty (60) pounds.
- Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print.
- Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise.
- Withstand unusual smells-cauterized tissue.
- Wear full surgical attire including personal protective equipment.
- Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
- Concentrate and pay attention to detail.
- Perform fine motor skills with both right and left hands. (Dexterity and application in working with microscopic pieces of equipment and sutures, hold retractors, etc.).
- Adapt to irregular working hours as well as ability to stay over shift as necessary.
- Respond quickly and in an emotionally controlled manner in emergency situations.
- Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
- Recognized that work environment will include exposure to diseases and toxic substances (sterilants, x-ray, fumes, development of latex allergy and so forth).
- Show evidence of skin integrity.
- Be able to problem solve using conceptual, integrative and quantitative reasoning skills.

ADMISSION REQUIREMENTS

The following admission procedures shall be followed by all prospective applicants seeking admission to the JALC and SICCM STP program. Failure to comply with the deadline dates designated by JALC and SICCM will automatically terminate the application for the program.

The admission procedures for the STP program are the same for John A. Logan College, Kaskaskia College, Rend Lake College, Shawnee Community College and Southeastern Illinois College. Each college does give preference to its in-district students. Students may apply at only one community college for entrance into a program. Applications and testing will be cross-checked among the campuses.

These admission procedures are in accordance with Illinois law. The law requires that programs not having sufficient space and resources to accommodate all applicants will accept those applicants best qualified, using ranking, ability and achievement test scores as guides, with preference given equally to students residing in the district or in a joint agreement district.

The JALC and SICCM STP program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job-related condition or disability.

To be considered for admission in the full-time program beginning Fall 2012, an applicant must meet these criteria and submit the following credentials to the designated office by March 1, 2012:

1. STP general education course requirement BIO 205 is listed as a prerequisite in the STP curriculum guide under the first year summer semester prior to the start of the STP program. Applicants **MUST** have BIO 205 completed with a minimum grade of a "C" by the end of the summer semester prior to the fall semester the applicant plans to start the STP program.
2. Submit a properly completed application for general admission and return it to the **Admissions Office** by **March 1, 2012**, if **not** currently enrolled in courses at JALC.

When completing an application for general admission the applicant must indicate that they are seeking a JALC degree. Also, indicate the area of study as an Associate of General Studies (**AGS**) with the PSC Code: **1.2**, and the CIP Code: **240102D**.

3. COMPASS **or** ASSET placement exams are required by JALC in reading, writing and math. Contact the Assessment Office at (618) 985-2828 Ext. 8518 to register for a placement exam. If COMPASS or ASSET placement exams were completed at another institution, submit the current exam scores to the **Assessment Office** by **March 1, 2012**. Placement exam scores will only be accepted if taken within the past three years.

Regardless of the COMPASS **or** ASSET placement or any test score taken for general college admission, and any resultant remedial courses required, all applicants desiring to apply for the STP program will be allowed to take the STP pre-entrance exam. However, if an applicant scores low on any general admission placement test, counselors may advise against continuing the STP application process.

4. Complete and return the attached Surgical Technology Program application to the **Assessment Office** when you register for the first test, or by **March 1, 2012**.
5. Complete and return the attached Surgical Technology pre-entrance exam application to the **Assessment Office** when you register for the first test, or by **February 2, 2012**.

If an applicant tested the previous academic year and chooses not to retest in the current academic year, they must submit a written request along with the program application in order for the previous test score to be considered. In this instance, no entrance exam application is necessary.

6. Request **all transcripts** be sent to the **Admissions Office** by **March 1, 2012**. A high school transcript **or** proof of GED with passing scores is required of applicants who have not completed a full semester at an accredited college or university. If the applicant has completed a full semester or more of accepted course work at a college or university, other than JALC, then evaluated college transcripts are required, not high school transcripts. Transcripts **must** show when the course was taken and the grade received. **Official college transcripts must be**

received and evaluated in JALC Admissions Office by March 1, 2012. The Assessment Office has access to courses taken at JALC, therefore, a JALC transcript does not need to be submitted.

7. **All applicants must submit proof of current residency to the Assessment Office by March 1, 2012.** The following forms may serve as acceptable proof of residency to be **RANKED** as an in-district applicant:

- a valid driver's license with an in-district address
- a valid state identification card with an in-district address
- a valid voter's registration card that indicates JALC College District
- a current real estate tax bill that indicates property is owned within the JALC College District
- a joint agreement approved by JALC's V.P. for Instruction

In-district and joint agreement applicants will be placed in the ranking before applicants out-of-district, if one of the above forms of acceptable proof is received in the Assessment Office by March 1, 2012. If one of the above forms of acceptable proof is not received in the Assessment Office by March 1, 2012, the applicant will be placed in the ranking after in-district and joint agreement applicants that submitted acceptable proof.

Although the following forms may serve as proof to receive the in-district tuition status for an approved course or curriculum, these forms **DO NOT** qualify as acceptable proof of residency to be **RANKED** as an in-district applicant, therefore, the applicant will be placed in the ranking after in-district and joint agreement applicants:

- an employer letter that indicates employment in JALC College District
- a notarized letter that indicates residence in JALC College District
- a chargeback approved by JALC's V.P. for Instruction

Verification must show the applicants name with their current address. Acceptance letters will only be sent to in-district addresses for in-district students with the exception of joint agreement applicants. Post Office boxes are not accepted as proof of residency. New driver's licenses now show both P.O. Box and street address.

Out-of District Applicants Attending Through Joint Agreement

Out-of-district applicants enrolling in the **Surgical Technology Program** at John A. Logan College through a joint agreement with **[currently JALC has not entered a joint agreement with any other community college for Surgical Technology]** will attend on the same basis as in-district applicants including paying tuition, fees and any other charges applicable to in-district applicants. However, applicants attending under a joint agreement must agree to register for only those courses that are part of the declared joint agreement program. Any prerequisite course work or course outside of the joint agreement program must be completed at the applicant's home institution or the applicant will pay out-of-district rates at John A. Logan College. Joint agreement applicants will be responsible for withdrawing from courses that are not part of their declared joint agreement program or agree to pay out-of-district tuition for non-eligible courses. Completion of prerequisite courses does not result in preferential treatment for programs with special admission. Please note that these joint agreements are subject to change.

An applicant, who wishes to enroll in the **Surgical Technology Program** that is not offered at their home institution, but is included in the joint agreement with John A. Logan College, will:

First, have a letter sent from their home institution stating that the applicant is eligible to participate in the specific program covered by the agreement and

Second, sign a joint agreement form stating that they understand that only courses included under the joint agreement are eligible for in-district tuition.

The eligibility letter and joint agreement form should be sent to:
John A. Logan College
Cindy D. Johnson, Director to the V.P. for Instruction
700 Logan College Road – Room A17
Carterville, IL 62918

If an applicant has any questions regarding a joint agreement or chargeback, they should contact JALC's V.P. for Instruction Office at (618) 985-2828 Ext. 8407.

Out-of District Applicants Attending Through Chargeback

An out-of-district applicant who wishes to enroll in the **Surgical Technology Program** that is not offered at their home institution, and is not included in the joint agreement with John A. Logan College, must first obtain authorization from the sending institution for partial student support to attend John A. Logan College, which is referred to as a chargeback. Applicants attending through a chargeback must agree to enroll in only the curriculum approved by the sending institution or the applicant will assume responsibility for full tuition and fees incurred for the unapproved courses or curriculum. **In-district and joint agreement applicants will be placed in the ranking before out-of-district applicants attending on a chargeback.**

8. Achieve a competitive level score on the pre-entrance examination for the college. This score is based upon the PSB-Health Occupations Aptitude Examination results **and** weighted grades for previous college courses taken within, or transferring to, the STP required curriculum. The exam will take a minimum of 3 hours. Tests will begin promptly at 9:00 a.m. and 1:00 p.m., unless indicated otherwise. **No one may take the test if they do not have a photo ID the day of the test.** Tests will be held in the Assessment Office in Room C205A. **Seating for each testing date is limited, and applications will be processed on a first come, first served basis.** Therefore, SIGN-UP EARLY! A list of designated dates and application deadlines is listed below. Complete and return the forms to the Assessment Office, Room C205, by the test registration deadline. Applicants must register before the test registration deadline set below for each session. The \$25.00 registration fee, per test, must be paid at the time of registration. This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment form that you must take down to the Business Office with your payment. The Business Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. A total of 2 tests may be taken per academic year and only 1 test per month may be taken. Changes to exam and fees may occur at anytime! **There are 14 testing times available; applicants may only test up to 2 times.** *The highest score will be used for determination of admission. Testing will be cross-checked among the campuses. If the applicant has taken the exam more than two times within an academic year, only the first two scores will be considered.*

Surgical Technology Testing Dates

Wednesday, November 2, 2011, 9 am or 1 pm
Thursday, November 3, 2011, 9 am or 1 pm
Wednesday, December 7, 2011, 9 am or 1 pm
Thursday, December 8, 2011, 9 am or 1 pm
Tuesday, February 7, 2012, 9 am or 1 pm
Wednesday, February 8, 2012, 9 am or 1 pm
Thursday, February 9, 2012, 9 am or 1 pm

Surgical Technology Test Registration Deadlines

Friday, October 28, 2011, by 3:15 pm
Friday, October 28, 2011, by 3:15 pm
Friday, December 2, 2011, by 3:15 pm
Friday, December 2, 2011, by 3:15 pm
Thursday, February 2, 2012, by 3:15 pm
Thursday, February 2, 2012, by 3:15 pm
Thursday, February 2, 2012, by 3:15 pm

The first concern about acceptance into the program should be obtaining a competitive level score on the STP pre-entrance examination. This score is based upon the PSB-Health Occupations Aptitude Examination results. The exam includes sections on academic aptitude, spelling, reading comprehension, information in the natural science and vocational adjustment index. All five sections of the test will be given. The raw score of the first four sections will be added to achieve a composite exam score to be used for admission ranking. The fifth section will

be utilized for research purposes. Tie breakers will be based upon the highest score achieved on Part 1 and Part 3, successively.

Additional points may be added to the applicants composite exam score on the STP pre-entrance examination, **if college transcripts have been received and evaluated in JALC Admissions Office by March 1, 2012.** No points will be given without an official transcript. Substitutions will not be accepted. General education courses must be completed by **December 2011** in order for points to be added. A credit of 10 points each may be earned for three (3) previously taken courses of: BIO 205, BIO 206 and BIO 226. [BIO 205 is a prerequisite course.] Each course must have been passed with a minimum grade of a "C" to qualify. [For example, 30 points may be added to an applicant's composite exam score if the above three (3) general education courses are completed by **December 2011** with a minimum grade of a "C" in each class.] Rank ordering of students for admission consideration will be made on the basis of total points earned.

Additional information about the pre-entrance exam can be accessed by going to www.psbtests.com. Click on "Resources for Test Taking" to locate documents, that may be viewed or printed, containing information regarding Sample Questions, Understanding Test Results and Other Helpful Resources. No calculators are permitted during the exam.

To be eligible for Fall 2012 admission, testing must be complete and scores available to the college by March 1, 2012. Determination of the list of accepted students will be made from the applicants who have tested and applied by March 1st.

Each college has five admission slots, for a total class size of twenty-five students. Admission lists will be ranked and determined separately at each college, for the five student slots accorded that college and by the applications submitted to that college.

If the program is not full, the college may choose to test and accept applications through April 30th for any remaining slots. Unless program slots still remain for Fall 2012 admission, those applicants testing and applying after April 30th will be considered for Fall 2013 admission.

The five top-scoring applicants from each college will be admitted to the SICCM STP program. A list of accepted applicants will be developed by mid-March, the spring before the start of the program. Accepted applicants will be informed of admission into the program by the admitting college beginning in May 2012 and will have ten days from the date mailed, to return the response form enclosed in the acceptance letter. Should an accepted applicant choose not to enter the class, the next applicant in the rank order for that campus will be notified of acceptance. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance. Letters of notification of alternate list or denial into the program will be mailed when all positions are filled.

If an applicant is accepted to the program and chooses not to enter the fall class, any future admission must be by re-application. All applicants must make application for each year they wish to be considered for entrance into the STP program. PSB-Health Occupations Aptitude Examination results will be considered valid for two years.

No student may be admitted to any individual Southern Illinois Collegiate Common Market program more than *two times* within a *five year period*. After withdrawing from a single program two times, the student will be allowed to enter any other SICCM program *only one time*. "Withdrawing" is defined as declining a previously accepted admission invitation within ten weeks of program start time and/or withdrawing from class attendance before completing the first semester. Each campus may consider exceptions for extreme cases of unanticipated, non-elective health issues of self and family.

Letters of notification of provisional acceptance to the top five (5) applicants on the ranking list will be mailed beginning in May 2012. Applicants that are selected will have ten days from the date mailed, to return the response form enclosed in the acceptance letter. If no response is obtained, the applicant will be dropped from future consideration and the next alternate on the list will be notified of acceptance. Letters of notification of alternate list or denial into the program will be mailed when all positions are filled.

It is extremely important to abide by the deadline dates outlined in this packet. It is the applicant's responsibility to assure that these documents have been received in the designated office by the deadline dates.

If you have questions regarding this information, you may contact any of the people below:

Tom Cardwell
Director of Assessment
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-3741 Ext. 8496

Matt Yusko
Assessment Coordinator
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-3741 Ext. 8617

Tish Majewski
Assessment Coordinator
John A. Logan College
700 Logan College Road
Carterville, IL 62918
(618) 985-3741 Ext. 8247

TOM CARDWELL, MATT YUSKO AND TISH MAJEWSKI ARE THE ONLY ADVISORS STUDENTS SHOULD SEE FOR ADVISEMENT AND REGISTRATION TO INSURE ALL ENTRY REQUIREMENTS ARE MET FOR THE SURGICAL TECHNOLOGY PROGRAM.

ACCREDITATION STATUS

The SICCM STP program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates of the SICCM STP program will qualify to sit for the Surgical Technologist National Certifying Examination. The National Board of Surgical Technology and Surgical Assisting (NBSTSA) is the certifying agency for surgical technologists. This computer-delivered examination will be administered by appointment and after application once eligibility has been established. Successful completion of this exam confers the title of Certified Surgical Technologist (CST). Certification provides evidence that the certified individual has met the national standard for the knowledge that underlies surgical technologist practice. Certified individuals demonstrate mastery of a broad range of knowledge of surgical procedures, aseptic technique and patient care by successfully completing the surgical technologists certifying examination.

TUITION AND FEES

Costs will vary among the five participating institutions because tuition fees per credit are not the same at all campuses. For specific campus tuition, consult individual school catalogs. Within this highly mobile program, admitted STP students will be responsible for the following expenses:

1. Examination fee for PSB-Health Occupation Aptitude Examination (\$25.00 before admission),
2. Tuition, \$92.00 per credit hour for the 2011/2012 school year,
3. College fees, which include:
 - Malpractice/liability insurance (up to \$15.00 annually),
 - Program fees (\$20.00 per STP course x 7=\$140.00),
4. Books,
5. Costs of transportation to centralized laboratory for STP courses and other clinical sites,
6. Lab supplies: one pair of scrubs, clinic shoes, lab coat and protective eye shields,
7. Physical examination,
8. Tests: *TB skin tests and/or possible chest x-rays,
*Rubella titer, possible Varicella and Pertussis titers,
9. Immunizations:
 - *Hepatitis B Virus – series of 3,
 - *possible Rubella, Rubeola, Tetanus,
10. Demonstration of personal health insurance or Medicaid,
11. Program Assessment Exam Fee (\$30.00),
12. Application fee for national certification examination (approximately \$200.00),
13. Cost for CPR certification (approximately \$20.00 each year),
14. Cost for background check (approximately \$37.00, but can be more depending on how many different counties/states the student has lived),
15. Cost for drug screening (\$46.00),
16. Voluntary organization dues and/or conference fees:

e.g.: Student membership in the Association of Surgical Technologist (\$45.00), National Conference (Washington, DC: May 23 – 27, 2012) location changes annually.

*Potential STP students should **not** purchase or schedule anything until after they have been accepted and registered to begin the STP program.*

Note: All costs listed above are estimates and subject to change. **The STP student should have planned for meeting these financial obligations before entering the STP program.**

For additional information, please contact Lacey Shepard, Director of SICCM STP program, at (618) 942-6902 or lshpard@siccm.com.

FINANCIAL AID

A variety of financial aid exists at each of the five participating institutions. The applicant should contact the Financial Aid Office at the school to which he/she is applying. Some of the types of financial aid presently offered are:

- Federal Pell Grants/FSEOG
- Illinois State Map Grant
- College Work Study
- Scholarships

Note: Surgical Technology courses at JALC are eligible for **limited federal financial aid**. The maximum amount of credit covered under this program is: Fall Semester-10 hours, Spring Semester-15 hours and Summer Semester – 10 hours. The applicant should contact the Foundation Office at the school to which they are applying for more information regarding scholarship eligibility.

LEGAL LIMITATIONS

A felony conviction may adversely affect the graduate's ability to sit for certification examinations and/or obtain certification, registration and/or licensure to practice in Illinois and other states. It also influences whether hospitals and other health agencies will accept the student for clinical education experiences required for graduation. Therefore, Southern Illinois Collegiate Common Market requires accepted students to complete a criminal history background check prior to beginning the STP program. Information about this process will be provided to the student when they are informed of acceptance into the program.

As a condition of assignments to clinical educational experiences, admitted students will also be required to submit to a drug screening. The screening will be completed by a party selected by the Southern Illinois Collegiate Common Market, and paid for by the student. Information about the drug screen will be sent to a newly admitted student by Southern Illinois Collegiate Common Market in an admission packet.

CURRICULUM COURSE REQUIREMENTS

Each college does give preference to its in-district students. The length of the program is twelve (12) months from start to finish.

STP courses will be held at the SICCM building, 3213 South Park Avenue, Herrin, Illinois. At the first scheduled class, questions regarding uniforms, schedules, requirements, etc., will be answered by the instructor.

Upon admission to the program students will be required to successfully complete a job shadowing experience; a physical exam; the first of a series of three Hepatitis B Virus vaccinations [or sign a declination waiver]; a two-step TB skin test [and/or chest x-ray], a Rubella titer [and/or immunization], documented proof of immunity to Rubeola [red measles] and immunity status to Varicella [chicken pox] and Pertussis [whooping cough] and a Tetanus immunization. These must be completed prior to the

beginning of class. Students will also be required to have a second TB skin test and/or chest x-ray before the senior year of the program. Current certification in CPR [cardiopulmonary resuscitation] and a drug screening test are required prior to clinical rotation in the second semester. Both must be completed before or by the end of December 1, 2012. Health insurance is required by the clinical sites. Students must provide proof of medical insurance in effect throughout the program.

Prospective STP students should **not** purchase any materials or supplies until AFTER they have been accepted and have registered for classes. Questions regarding uniforms, schedules, requirements, etc. will be answered for accepted students during an orientation session with the Surgical Technology Director.

Admission packets describing the drug screening information, criminal background check, job shadowing, physical examination, vaccinations and immunizations will be mailed to successful applicants in June 2012. These packets will contain the forms and deadlines necessary to complete those requirements prior to the start of class.

Surgical Technology students must earn a minimum grade of a “C” in all courses listed in the curriculum guide, including prerequisite and general education courses.

It is the responsibility of all interested applicants to view the current STP curriculum guide and course descriptions online at the following links:

- http://www.jalc.edu/catalog/curriculum_guides/surgicaltechnologycertificate.pdf
- http://www.jalc.edu/catalog/course_descriptions/stp_surgical_technology.pdf

GENERAL EDUCATION COURSES

BIO 205 – Human Anatomy and Physiology I ¹	4 credits
BIO 206 – Human Anatomy and Physiology II ²	4 credits
BIO 226 – General Microbiology ³	4 credits

¹ BIO 205 is a prerequisite and must be completed with a minimum grade of a “C” before starting the program.

² BIO 206 must be completed with a minimum grade of a “C” by the end of the first semester.

³ BIO 226 must be completed with a minimum grade of a “C” by the end of the second semester.

All applicants are strongly encouraged to successfully complete the above STP general education courses with a minimum grade of a “C” prior to the fall semester they plan to start the STP program, so that they may increase their probability of success in the program.



Application for Admission to the JALC and SICCM Surgical Technology Program for Fall 2012

JALC 7 digit ID# _____

Name _____
Last First MI Maiden

Address _____
Street City/State/Zip Code

Phone _____ Social Security No. _____

Date of Birth _____ Email _____

To which college STP program are you applying with THIS application?

- John A. Logan College
- Kaskaskia College
- Rend Lake College
- Southeastern Illinois College
- Shawnee Community College

In which college district are you a legal resident, as of March 1, 2012?

- John A. Logan College
- Kaskaskia College
- Rend Lake College
- Southeastern Illinois College
- Shawnee Community College

Last High School Attended: _____ City: _____ State: _____

Did you graduate? YES NO

OR, do you hold a GED Certificate?
 YES NO

Are you transferring courses taken at another college for consideration within the Surgical Technology Program curriculum? YES NO

If YES, list all colleges from which you have requested official transcripts. Identify any earned credential and/or degree, including field of study:

College Name	Location	Date of Attendance
Credential/Degree		Field of Study

College Name	Location	Date of Attendance
Credential/Degree		Field of Study

Will transcripts be submitted under any other name(s)? YES NO

If so, list name(s): _____

The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.

Applicant's Signature _____ Date _____

The SICCM STP program admission process does not discriminate on the basis of race, creed, color, national origin, gender, age, or the presence of a non-job related condition or disability. Each college does give preference to its in-district students.



Surgical Technology Pre-Entrance Exam Application

Exam to be used for final class placement for the full-time program beginning Fall 2012.

Please print this application, fill out completely and return to the Assessment Office in Room C205. **The \$25.00 registration fee, per test, must be paid at the time of registration.** This may only be done between the hours of 8:15 a.m. – 3:15 p.m. to allow time to complete the payment form that you must take down to the Business Office with your payment. The Business Office accepts credit/debit card, money order, cashier's check, personal check, or cash. Please contact the Business Office with questions regarding acceptable forms of payment. Since your seat is being reserved for a test session the \$25.00 registration fee cannot be transferred to another test session [NON-TRANSFERABLE] or refunded if you do not attend the session for which you were applying [NON-REFUNDABLE]. Changes to exam and fees may occur at anytime! **No one may take the test if they do not have a photo ID the day of the test.** A total of 2 tests may be taken per academic year and only 1 test per month may be taken. There are 14 testing times available; applicants may only test up to 2 times.

Name _____
Last First MI Maiden

Address _____
Street City/State/Zip Code

Phone _____ Social Security Number _____

Please consider my results for: **Surgical Technology Program**

Do you have a disability which may require accommodations for testing? Yes ___ No ___

If yes, you must provide documentation of your disability and the need for accommodations to Student Support Services in Room C219 within seven (7) working days of this request or seven (7) days prior to the test date.

NOTE: An exam date will be scheduled between the student and Matt Yusko in the Assessment Office after accommodations have been approved by Student Support Services.

Have you taken the PSB-Health Occupations Aptitude Examination (HOAE) before? Yes ___ No ___

If yes, when? _____

Fill in the testing day, date and time that you prefer for your first registration:

**** See next page for testing dates ****

Day _____ Date _____ Time _____

FOR OFFICE USE ONLY:					
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid
Test Date	@	on	Receipt #	Amount	Date Paid

The undersigned certifies that the information contained herein is true, complete, and correct. It also certifies that the applicant has read the informational packet online, and agrees to all application procedures.

Applicant's Signature _____

Date _____

Please choose one day and time for your first registration, circle the day and time, and fill in the corresponding information on the front of the exam application indicating your preference.

November Testing Dates

Deadline: Friday, October 28, 2011, by 3:15 p.m. for the following testing dates. Please circle one time if you wish to test in November and also write the test day, date and time on the front of the application. Reminder, you can only test 2 times total per academic year and test only 1 time per month:

Wednesday, November 2, 2011 9:00 a.m. or 1:00 p.m. or
Thursday, November 3, 2011 9:00 a.m. or 1:00 p.m.

December Testing Dates

Deadline: Friday, December 2, 2011, by 3:15 p.m. for the following testing dates. Please circle one time if you wish to test in December and also write the test day, date and time on the front of the application. Reminder, you can only test 2 times total per academic year and test only 1 time per month:

Wednesday, December 7, 2011 9:00 a.m. or 1:00 p.m. or
Thursday, December 8, 2011 9:00 a.m. or 1:00 p.m.

February Testing Dates

Deadline: Thursday, February 2, 2012, by 3:15 p.m. for the following testing dates. Please circle one time if you wish to test in February and also write the test day, date and time on the front of the application. Reminder, you can only test 2 times total per academic year and test only 1 time per month:

Tuesday, February 7, 2012 9:00 a.m. or 1:00 p.m. or
Wednesday, February 8, 2012 9:00 a.m. or 1:00 p.m. or
Thursday, February 9, 2012 9:00 a.m. or 1:00 p.m.