



Northland Pioneer College

SURGICAL TECHNOLOGIST APPLICATION PACKET

DEADLINE: July 15, 2019 4:00 PM

Name: _____

Date: _____

Thank you for your interest in the Northland Pioneer College Associate of Surgical Technology Degree Program

Only complete applications received in the Nursing & Allied Health Department Office by July 15, 2019 at 4:00 p.m. will be considered for admission. Late applications will be considered on a space available basis if they meet the admission criteria, but will not be accepted before applications submitted on time. Please include this checklist as the first page of your application packet.

If you are not already an NPC student, please enroll and obtain a Student ID# prior to submitting an application. You may enroll by going to your nearest campus or center or online at: <https://www.npc.edu/Application>

Submit the following items:

- ◇ Completed, signed and notarized application
- ◇ Signed Notice of No Guarantee of Licensure/Certification
- ◇ Transfer students must submit official transcripts (in original sealed envelope) from original institution(s) for all prerequisite and co-requisite courses to the Records and Registration (R&R) office at PO Box 610 Holbrook, AZ 86025. Submit the attached Request for Evaluation of Transfer Credit form to R&R at the time you order your transcript(s) or email the requested information to evaluations@npc.edu. This form is also available online: <https://www.npc.edu/surgical-technology> under Entry Requirements. In order to guarantee that your transcripts are evaluated and sent to the SGT Department before the application deadline we strongly recommend that your transcripts are received in the R&R office by **June 25, 2019**. Please plan accordingly. If an official transcript has previously been received and posted to your NPC account you do not need to order it again, unless you have taken additional coursework.
- ◇ You are required to meet with an NPC Academic Adviser and have a **Degree Audit** printed to include with your application. If you are transferring credits you should meet with an Academic Adviser after the courses have been posted to your NPC transcript but before the deadline date. Transferred courses will appear on your transcript in MyNPC.
- ◇ See an NPC Academic Adviser for math placement exam results. The math requirement is based on an Elementary Algebra score of ASSET 41; ACCUPLACER 57; Next Gen ACCUPLACER 250; or ACT 21 within one year prior to the application. OR MAT142 or higher within 1 year.
- ◇ Provide a copy of the **HESI A2** Admission Assessment Cumulative Report. Test results **must include** all of the following: anatomy & physiology, biology, chemistry, math, reading, vocabulary and grammar and the cumulative scores for Science and English. HESI test dates at NPC will be made available in June 2019. If you require testing accommodations, you must contact the Disability Resources and Access Coordinator at least two weeks prior to the test. If you do not take your test at NPC, the results must be emailed directly from the test administrator to the SGT Department at cathy.reed@npc.edu or debra.mcginty@npc.edu. A study guide is available at the NPC online bookstore under the course NUR100.
- ◇ A one page typed double spaced "Personal Statement" must be submitted with the application. The "personal statement" should address why you wish to attend the SGT program, what you have done to meet your goals, and what you bring to the Surgical Technology Program. Please describe any experience you have as a healthcare provider, including the location, job description, number of years and responsibilities in that role.
- ◇ An Arizona DPS Level 1 Fingerprint Clearance Card will be required two weeks prior to first week of class. Apply at: <http://www.azdps.gov/services/public/fingerprint>. Use A.R.S. code 15-1881 on your application. **Plan ahead** as the process requires **6-8 weeks** or more barring any problems. (If your application is still being processed, enclose a copy of your receipt). A copy of the DPS clearance card (front and back) must be received prior to registering for any SGT course.

You are responsible to make sure that all of the required documents are received in the Nursing and Allied Health office on time. If all items are not received on time your entire application will be considered late.

MAIL your application to:
Northland Pioneer College
SGT Program - WMC
P.O. Box 610
Holbrook, AZ 86025

OR

Hand Deliver your application to:
Nursing and Allied Health Office
White Mountain Campus, Ponderosa 111
1001 W. Deuce of Clubs
Show Low, AZ 85901



Northland Pioneer College

Nursing and Allied Health Programs ♦ P.O. Box 610 ♦ Holbrook, AZ 86025 ♦ (928) 532-6136

**Surgical Technology Program
NOTICE OF NO GUARANTEE OF CERTIFICATION**

Admission or graduation from the Surgical Technology Program does not guarantee obtaining the Certification for Surgical Technologist. Certification requirements and the subsequent procedures are the exclusive right and responsibility of the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students must satisfy the requirements of the Board independently of any college or school requirements for graduation as they exist at the time of certification. Although this explanation and handbook materials may provide information concerning the certification process, the applicant/student is solely responsible for understanding and meeting certification requirements. NPC does not guarantee the accuracy of any of the information presented here or in any other materials presented to the applicant/student concerning the certification process. Verifying the accuracy of such information is solely the responsibility of the applicant/student. If there is any question about eligibility for certification, students may contact the National Board of Surgical Technology and Surgical Assisting.

To be eligible to become certified, the student must be a graduate from a NBSTSA recognized surgical technology program. The Program is currently seeking accreditation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) during the 2019-20 academic year. Under standards of accreditation CAAHEP can withhold or deny accreditation upon review of the findings and recommendations of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

A clear Department of Public Safety (DPS) Fingerprint Clearance Card is a requirement of the application process for the Surgical Technology Program.

I have read and understood the above statement.

Signature

Print Name

Date

This statement will become part of your permanent record.

PUBLIC NOTICE OF NONDISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Director of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (800) 266-7845. The Section 504 Compliance Officer is the Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, Arizona 85901, (800) 266-7845. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14



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**SURGICAL TECHNOLOGIST PROGRAM
APPLICATION FOR ADMISSION**

Application Deadline: July 15, 2019 4:00 PM Please fill out all spaces

Name _____
 Last First Middle Other names used now or in the past

NPC ID# _____ NPC e-mail address _____ Personal e-mail address _____
Preferred for contact by the SGT office

Mailing Address _____
 Number Street City State Zip

Phone _____
 Cell Home Work

When do you anticipate starting the SGT Program? Fall semester _____

High school graduation date _____ or GED date _____

You must fill in the following information and provide OFFICIAL sealed transcripts by **July 15, 2019** from all colleges other than NPC for the courses listed below. **You must submit the attached Request for Evaluation of Transfer Credit form to Records and Registration.** Before you will be considered eligible to enroll in the SGT program, all courses must be completed with a grade of “C” or higher. A cumulative GPA of 3.0 “B” or higher is preferred for the pre-requisite courses. If you are currently enrolled in any of the below prerequisite courses, your application may still be considered by the Admission Committee. Please submit your application with “IP” listed for the course that is in progress. **Please note: College courses over eight years old may be accepted with appropriate documentation and approval.**

PRE-REQUISITE COURSE	DATE COMPLETED OR SCHEDULED FOR COMPLETION	SCHOOL/COLLEGE ATTENDED	INSTRUCTOR	GRADE
BIO 181 General Biology				
BIO 201 Human Anatomy & Physiology I				
BIO 205 Microbiology				
CHM 130 Fundamental Chemistry				
HES170 Medical Terminology				
ENL 101 College Composition I				
CO-REQUISITE COURSES: (Not required prior to admission)				
ENL 102 College Composition II				
BIO202 Human Anatomy & Physiology II				
PSY 101 Introduction to Psychology				
SOC 101 General Sociology <u>or</u> ANT 102 Cultural Anthropology				



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SURGICAL TECHNOLOGIST PROGRAM APPLICATION FOR ADMISSION

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Explain your career goals as a Surgical Technologist. (What do you want to do when you graduate from NPC?)

Bearing in mind the essential functions delineated in the Admission Information, are you able, with or without reasonable accommodations, to successfully perform these functions? Yes No

Have you ever been convicted of a felony? Yes No

Are you a legal resident of the United States of America? Yes No

Are you currently using illegal drugs, misusing prescription drugs? Yes No

Have you ever been or are you currently the subject of any complaint, investigation or disciplinary action against your license, certificate, registration or membership by any state regulatory board, any professional or occupational credentialing authority or any professional association in Arizona or any other state? Yes No

If yes, please explain:

(Regulatory action against any licenses or certifications you hold may be grounds for dismissal. Failure to disclose regulatory actions against your license or certificate may constitute a basis for denial of admission or for dismissal from the SGT Program.

Right of Refusal

The Northland Pioneer College Surgical Technology Program reserves the right to refuse admission to any applicant based on evidence that the applicant cannot perform the functional abilities essential for practice as defined in the application packet, for prior documented conduct requiring disciplinary action, or for unethical behavior as defined by the Northland Pioneer College Student Code of Conduct and the NPC Surgical Technology Student Handbook.

AFFIDAVIT

STATE OF _____

County of _____

The undersigned being duly sworn declares that he/she is the person referred to in the foregoing application; that the statements are true in every respect; that he/she has not suppressed any information that would affect this application: that he/she will conform to the ethical standards of conduct in the profession of SGT; and that he/she has read and understands this affidavit.

SIGNATURE

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____.

Notary Public

Notary Seal



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**REQUEST FOR EVALUATION OF TRANSFER CREDITS
FOR THE SURGICAL TECHNOLOGY PROGRAM**

Student's Name: _____ Student ID: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

College(s) to be evaluated: _____

Name(s) as shown on the above college records: _____

Request Date: _____ Completed by: _____

Degree Type: AAS Emphasis Area: SGT

Email or mail this form to: evaluations@npc.edu

NPC Records and Registration PO Box 610 Holbrook, AZ 86025

**or simply send an email with all of the above requested information listed
and the subject line as: Request for Evaluation of Transfer Credits for SGT**

Official transcripts (in original sealed envelope) from previous colleges for all prerequisite and co-requisite courses must be submitted to the Records and Registration office at PO Box 610 Holbrook, AZ 86025. In order to guarantee that your transcripts are evaluated, we highly recommend that your transcripts are received in the R&R office by **June 25, 2019**. If an official transcript has been previously received and posted to your NPC account you do not need to order it again, unless you have taken additional coursework. You may look up your transcript on MyNPC to see if the courses have been posted.

This form is also available online at: <https://www.npc.edu/surgical-technology> Submit this form to the Records and Registration office at the time you order your transcripts so they can be processed and sent to the Nursing and Allied Health Department by the deadline of July 15, 2019. If this request is not received by the Records and Registration office they will not know that you are a potential Surgical Technology student. If all of your pre-requisite and co-requisite courses were taken at NPC you do not need to send in this request.