FAQ

How do I apply for the surgical technology program?
First you must be a student at CPCC. The first step is to apply to the college. If you are transferring credits from another college or university, have official transcripts sent to Student Records and fill out the form “request to evaluate transcripts.” To apply to the college, refer to the information on page 3. Completing these steps before applying will allow the best interpretation of your credits and thereby increase the likelihood of being accepted into the surgical technology program.

When are students admitted into the surgical technology program?
• 24 students are admitted into the program each fall.

When does the next application period start?
• Applications are accepted yearly, the 2015 application period begins July 2014 and ends April 27, 2015. The application packet may be revised, so be sure you have the latest application version.

How long is the waiting list?
There is no waiting list. Entry is based on certain criteria: scores on the TEAS test. Additional points may be earned by completing some courses prior to applying.

What prerequisites are required for entry into the program?
• You must complete the TEAS test. Take the TEAS v. V test early. Do not wait until the application deadline as you may encounter increased volume and possible wait times in the Testing Center.
• You will receive your TEAS scores immediately after testing. Additionally they may be downloaded from the ATI testing website at www.atitetsting.com.
• The program utilizes the Science, Reading, and Composite TEAS scores for consideration for admission.

Is there a minimum number of points required for admission?
No, there is no minimum requirement. Students are ranked according to the points earned.

What are the additional points?
For applicants who have completed selected courses from the curriculum within the last 5 years, additional points will be added to the TEAS composite score. (See page 4 for complete list). Additional consideration points are awarded to those applicants who hold certain selected health care certifications (see page 5 for a complete list). Proof of certification must be attached to application.

How do I take the TEAS v. V test?
• The test is offered in the Central High Building, Room #248, 704-330-6886.
• The test can only be taken once every 3 months.
• Please visit www.cpcc.edu/testing_assessment for the proper procedures for taking the test.
• The cost of the test is $50.00. The testing fee is paid to the cashier’s office in the Central High Building. A receipt is issued at the time of payment.
• A permission slip for the TEAS v. V test is on page 6 of this packet. Complete that permission slip and follow the directions on this slip.
• Attach your payment receipt to the permission slip and take both with you to the testing center when ready to take the test.
• It is recommended you complete certain coursework prior to taking the TEAS. Information regarding a study guide is available at www.atitesting.com. The TEAS test you take must be Version V.
• It is recommended you complete some coursework prior to taking the TEAS. A study guide is available at www.atitesting.com. The TEAS test must be version V (five).
• CPCC offers a TEAS prep course. For information visit www.collegiatetestprep.com.
• Please note: No calculators or dictionaries are allowed during the TEAS test. Use of either will result in disqualification from the test.
• A copy of your TEAS test results must be attached to the application.

How do I submit my application?
• Complete the SUR program application, using the check list on page 3 as a guide
• Attach all transcripts, test results, and other supporting documentation to the application.
• Enclose all submissions in a 9 x 12 envelope. Address the envelope to:
  CPCC
  Tammi Smith-Dillard, Admissions Specialist
  Attn: Surgical Technology
  Central Campus BL3139
  P.O. Box 35009
  Charlotte, NC 28235-5009
• There is also a drop box for applications in the Health Careers Bldg., Room 3545

What if I am missing information or submit the application late?
Incomplete applications or applications submitted after the stated deadline will not be considered for admission.

When will I be notified?
Students will be notified of decisions at the beginning of May. Accepted students are then required to attend a mandatory orientation meeting at the end of May to go over additional requirements for admitted students.
2015 SURGICAL TECHNOLOGY APPLICATION

PERSONAL INFORMATION

NAME: ____________________________________ DATE: ______________________

CPCC STUDENT ID NUMBER:________________________

ADDRESS: __________________________________________________

____________________________________________________________________

____________________________________________________________________

TELEPHONE NUMBER: __________________________

EMAIL: __________________________

Have you applied to this program before: Yes  No
Have you been accepted into the program before: Yes  No  If yes why did you not attend:

****************************************************************************************************************************

Step 1: Application to the college

You must complete an application to the college before you apply to the surgical technology program.

✓ Complete College Admissions Application at any CPCC campus or online at www.cpcc.edu.

✓ Meet with an academic advisor or a counselor at any CPCC campus. No appointment is necessary.

✓ Transcripts: Submit official copies of High School and College transcripts to Student Records at any CPCC campus or mail to CPCC Student Records, PO Box 35009, Charlotte, NC 28235-5009. Attach unofficial copies to this application.

   • If your school transcripts are not from the United States, you will need to have an International Transcript Evaluation performed by an agent outside of CPCC. Students are advised to submit their record of courses to an agency recognized by NACES (National Association of Credential Evaluating Services) for an international evaluation. There are fees for this service. A letter grade (A, B or C) and earned credit hours must be provided for each course. Course equivalencies such as “Pass” or “Satisfactory” are not acceptable. The website for this agency is www.naces.org.

   • Only coursework with a grade of “C” or better will be given transfer credit. Course equivalencies such as “Pass” or “Satisfactory” are not acceptable.

Checklist of Program Requirements: Applications missing required components will not be considered for admission. It is the responsibility of the student to provide all necessary documentation.

_____ CPCC or other college transcripts attached. (Unofficial transcripts accepted).

_____ TEAS test results attached.

_____ Health employment certification/proof attached (if applicable).
Additional Consideration Points

General Education Courses Completed:
Additional points may be earned for completion of selected general education courses ("C" or better). Classes must be verified by transcripts. BIO course must be completed within the last 5 years at the time of application OR In-Progress at the time of application.

Current Healthcare certification:
Additional points (4) may be earned for current health care certification (see list of acceptable experiences on page 5). Certification must be validated by copy of certification attached to this application. Only one (1) certification for points accepted.

POINTS ACCUMULATION: There is a possible total of 16 points

<table>
<thead>
<tr>
<th>Course</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 115 or higher = 2 points</td>
<td></td>
</tr>
<tr>
<td>BIO 163 OR BIO 168 &amp;169 = 2 points</td>
<td></td>
</tr>
<tr>
<td>BIO 175 or 275 = 2 points</td>
<td></td>
</tr>
<tr>
<td>PSY 150 = 2 points</td>
<td></td>
</tr>
<tr>
<td>ENG 111 = 2 points</td>
<td></td>
</tr>
<tr>
<td>ENG 113 or 114 = 2 points</td>
<td></td>
</tr>
<tr>
<td>Total General Education Points</td>
<td></td>
</tr>
<tr>
<td>(Max 12 points)</td>
<td></td>
</tr>
<tr>
<td>Health Certification Points ( +4 points)</td>
<td></td>
</tr>
</tbody>
</table>

For TEAS points move the decimal to the left: if 80.5% = 8.05 points

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ITEM</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAS:</td>
<td>Score from the TEAS report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Reading Score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Science Score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Adjusted Individualized Score</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sum of ITEMS 1,2 &amp; 3 =Total Points</td>
<td></td>
</tr>
</tbody>
</table>

I verify that the information submitted is both complete and correct.

Signature ______________________________________________________

Date of submission ____________________________  Time ____________________________

Submit the completed application packet, and all supporting documents, to Tammi Smith-Dillard, Admissions Specialist; Attn: Surgical Technology, Central Campus, Belk 3139; P.O. Box 35009 Charlotte, NC 28235-5009

Accepted Health Related Certification and/or Employment:
Nurse Aid I or II
EMT
Paramedic
Certified Medical Office Assistant
Registered Nurse
Licensed Practical Nurse
Registered Dental Hygienist

Certified Sterile Processing Technician
Military Corpsman (DD214 proof required)
Certified Cardiovascular Technologist (Invasive or Non-invasive)
Certified Home Health Aid
Certified Dental Assistant

SURGICAL TECHNOLOGY PROGRAM CURRICULUM

General Education Requirements (These are the minimum level required by CPCC; higher level is acceptable if approved by specific department chairs)

ENG111 Expository Writing
ENG114 or ENG113 Research & Reporting
BIO163 Anatomy & Physiology - or (BIO168 and/or BIO169)
BIO175 General Microbiology – or – (BIO275)
PSY150 General Psychology
MAT115 Mathematical Models (or higher level MAT)
MED121 Medical Terminology I
CIS110 Introduction to Computers
COM120 or COM110 or COM231 Communications
Humanities 3 semester hours (from approved AAS list)

Surgical Technology Courses (1st Year)

SUR110 Introduction to Surgical Technology
SUR111 Perioperative Patient Care
SUR122 Surgical Procedures I
SUR123 Clinical Practice I

Surgical Technology Courses (2nd Year)

SUR134 Surgical Procedures II
SUR135 Clinical Practice II
SUR137 Professional Success Prep.
SUR210 Advanced Clinical Practice
SUR211 Advanced Theory
SUR212 Supplemental Clinical Practice
TESTING CENTER PERMISSION SLIP FOR TEAS
(Test of Academic Skills in English, Mathematics, Reading and Science v. V)

Please complete the form below and take it to the testing center on Central Campus of Central Piedmont Community College in order to be permitted to take the TEAS Version V admission test.

<table>
<thead>
<tr>
<th>Program</th>
<th>Assessment ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURGICAL TECH</td>
<td>3080137</td>
</tr>
</tbody>
</table>

- I have completed all required developmental courses.
- I am prepared to take the TEAS v. V (Test of Academic Skills in English, Mathematics, Reading and Science).
- I understand that I can only take this test once every three months.
- I understand that there is a non-refundable $50.00 fee each time I take the exam.
- No calculators or dictionaries may be used during the exam.

NAME - ____________________________________________________________
Printed

NAME - ____________________________________________________________
Signature

DATE - __________________________

Please present this receipt to the Central Campus Cashier’s Office. Take receipt from cashier showing $50 payment, along with this completed form, to the Testing Center when you take the TEAS Surgical Technology program admission test.

Cashier, student is responsible for $50 fee (TEAS Account Number 05-710-00-493200-41157).