North Idaho College

SURGICAL TECHNOLOGY PROGRAM

FALL 2024 APPLICATION INFORMATION

Application Period: March 4, 2024 – May 16, 2024

Application materials must be received by 5:00 p.m. on the May 16, 2024 closing/deadline date to be considered.

The application may remain open after this date _only if_ program space is available.

Application materials must be submitted as follows:
Email application materials to: HPN@nic.edu
Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

Questions can be directed to:
Cardinal Central Office (208) 769-3311, or
Health Professions & Nursing (HPN) Admissions – email: HPN@nic.edu
Betsy Conery, Student Success Navigator for Health Professions (208) 625-2320, betsy.conery@nic.edu
Terra Lawson-Gilbert, Program Director (208) 769-3236, terra.lawson-gilbert@nic.edu

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Surgical Technology (SURG) Program Application Information and Checklist

Read the entire application information packet before continuing to ensure you are ready for program application. This program requires specific prerequisite course completion to be considered for application eligibility. Information about the program and required prerequisite courses can be found on the Surgical Technology Program website via the following link: https://www.nic.edu/surgtech/. Prerequisite information is also listed on page 5 of this packet. If ready for application, follow the instructions for completing and submitting the necessary application materials by the set deadline.

Step 1:
Apply to the North Idaho College SURG Program ❑ **Complete** ❑ **Incomplete**

Submit an electronic application by accessing https://www.nic.edu/start and clicking on the 'Apply Now' link. Select the Surgical Technology Program degree-seeking pathway option.

Step 2:
Submit Official College & Other Required Transcripts ❑ **Complete** ❑ **Incomplete**

All official high school, college and military transcripts must be received in the Cardinal Central Office by the application deadline. Courses completed at North Idaho College do not require transcript submission. Please be aware that transfer institution transcripts are not retained for a long period of time and you may need to reorder official transcripts. Only courses that appear on an originating educational institution's official transcript will be used to determine points for admission. Applicants using ACT or SAT scores to meet the English course requirement must submit a paper copy of the scores if the course credit does not appear on the transcript. Test scores are valid for four years from the test date. International college/university transcripts must be professionally evaluated by WES or a similar NACES-member organization. It is recommended an applicant choose course-by-course evaluation and pay to have records retained with these organizations for potential future use.

Step 3:
Submit Supporting Application Materials ❑ **Complete** ❑ **Incomplete**

Materials in support of your electronic application must be submitted as follows:
Email application materials to: HPN@nic.edu. Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

Health Care Certification/Licensure/Work Experience Documentation (If Applicable)

Submit appropriate documentation to validate health care certification/licensure or work experience. Criteria for the points associated with these categories is detailed on page 6.

Previous Program Statement (If Applicable)

Applicants who have previously attended any surgical technology program other than NIC must also submit a letter of good standing from their previous institution. The statement must be on institutional letterhead, signed by a program administrator, and indicate the student was not dismissed due to unethical circumstances or other unfavorable situations.

Prerequisite Course Information Sheet (If Applicable)

Applicants completing prerequisite courses at a school <u>other than NIC</u> during the spring term prior to the program start date must complete and submit the prerequisite course information sheet (page 8) along with required enrollment documentation. Additionally, submission of an official transcript for the completed course(s) is required prior to the start of the program.

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Review Online Checklist/Transfer Credits ❑ **Complete** ❑ **Incomplete**

The applicant is responsible to ensure that all required information is included in the application submission. Once your electronic application (Step 1) is complete, an online checklist regarding required application materials will be created. This online checklist process can take between three to five business days to generate. If you are applying close to a deadline, you may not be able to review your checklist before the deadline date. Plan ahead for applying so you have time to review your online checklist.

After the checklist is created, an applicant may verify application documents received on their **MyNIC** account. To view the checklist, you must log into your **MyNIC** account. Select **Self Service** under the **Services** area. Once you are within **Self Service**, on the left-hand side panel, select the person avatar icon (**User Options**) and select **My Documents**. If the **Status** column says **Not Received** for the **Requesting Office of Admissions**, we will need that document for your program application file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

It is also highly recommended that applicants with transfer credits view their transcript evaluations <u>before</u> the application deadline to ensure that they have courses which meet the prerequisite admission requirements for the Surgical Technology Program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account. Once logged into your MyNIC account, at the top of the screen in the **Search** box type **'Transcript Credits'** and find the search result for **View Transfer Credits**.

<u>Questions can be directed to:</u>
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Surgical Technology (SURG) Program Additional Information

➢ An online Surgical Technology Program Application Zoom information session will be scheduled prior to the posted application deadline. Use the following link to join the session: [SURG Program Application Info Session - April 23, 2024 at 12:00 p.m. (Noon)](https://nic.zoom.us/j/87334695331) or access the session using the following login detail: **https://nic.zoom.us/j/87334695331**

Application requirements will be reviewed during the session. Attendance is NOT required; however, we welcome participation if you have any questions related to the application process. Please review the application information prior to the Zoom session and have questions ready for discussion. In the unlikely event the information session is not available as planned or if an applicant is unable to attend the scheduled session, it is still the applicant's responsibility to thoroughly read and understand application requirements. If application information or assistance is needed, applicants are encouraged to contact the Cardinal Central Office or the Student Success Navigator as noted on page 1.

➢ Up to ten students may be admitted to the Fall 2024 Surgical Technology Program. The program is scheduled to begin at the start of the fall term on August 19, 2024. The program will include three instructional terms - a fall, spring, and summer term - with an anticipated July 2025 completion/graduation date.

➢ Based on the required program prerequisites and the application point process, eligible applicants *may* be invited to participate in an interview process to determine final applicants accepted into the program. If eligible program applicant numbers do not exceed accepted/alternate seats available, the required program prerequisites and outlined application point process (w/out interviews) will determine those accepted to the program.

➢ **Applicants will be notified of acceptance status by the end of June 2024**. Initial program acceptance notification will be sent by email to the email address indicated on the program application. Please watch your incoming email messages (including junk mail) for a program status update and be ready to return required documentation/forms if requested. Completion of a background check and drug screening will be required upon acceptance.

➢ If accepted into the program, the applicant will be required to attend a **mandatory Zoom session** related to Surgical Technology Program information and registration. The Zoom meeting will be scheduled during July preceding the August program start. Students will be notified of the specific date/time when the program acceptance packet information is mailed.

➢ Acceptance packet materials will be mailed in July. If your address changes between applying to the program and the anticipated mailing date, be sure to notify the Student Success Navigator of your new address so program information and acceptance packet materials can be mailed to the correct location.

➢ Registration for the Fall 2024 Surgical Technology programmatic courses will occur during July prior to the August program start. If you need to complete any general education course(s) for purposes other than the program, register for these courses as soon as your assigned registration time opens to ensure the best chance at course availability. Do not wait to register for any non-programmatic courses! Let us know if you have any registration questions or need assistance with the general education course registration process

➢ Program cohort schedules, acceptance notification, deadlines and conditions are subject to change based on unforeseen developments including those surrounding COVID-19 and institutional accreditation status.

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Fall 2024 Surgical Technology Program Point Calculation Worksheet

Name _____ Student ID _____

Minimum program prerequisites are highlighted in gray. Other listed prerequisite courses may be integrated into each term of the program; however, only courses completed by the application deadline will be eligible for points in the competitive-entry application point process. An applicant may apply to the program if SURG 101 is the only missing prerequisite; however, priority will be given to applicants who have completed this required prerequisite and all other prerequisite courses. Total application points possible = 55 points (without interview) / 75 points (with interview).

Minimum Prerequisite Courses – Highlighted in Gray	Grade	Point Scale	Points
BIOL-175/175 Lab Human Biology **or** BIOL-227/227 Lab Human Anatomy & Phys I **and** BIOL-228/228 Lab Human Anatomy & Phys II		A = 8 B = 6 C = 4	
CAOT-179 Medical Terminology		A = 8 B = 6 C = 4	
COMM-101 Fundamentals of Oral Communications		A = 4 B = 3 C = 2	
ENGL-101 Writing and Rhetoric I **or** ENGL-102 Writing and Rhetoric II		A = 4 B = 3 C = 2	
MATH-123 Math in Modern Society **or higher** GEM 3 MATH		A = 8 B = 6 C = 4	
PSYC-101 Introduction to Psychology **or** SOC-101 Introduction to Sociology		A = 4 B = 3 C = 2	
SURG-101 Foundations of Surgical Technology **or** SURG-100 Introduction to Surgical Technology		A = 4 B = 3 C = 2	

Additional Points Awarded (Per criteria and documentation requirements noted on page 7)

Residency in Idaho's 5 Northern Counties __ Benewah __ Bonner __ Boundary __ Kootenai __ Shoshone	1	
Personal Statement indicating your goals/interest in the program and reasons why you will be successful. Points will be awarded for a clear, concise, compelling statement with no grammatical or spelling errors.	1-5	
Previously earned Bachelor or higher degree from regionally accredited institution recognized by NIC.	3	
Health care certification/licensure. Documentation must include current state/federally approved credentials.	3	
Surgery-related health care work experience. Required documentation must be provided.	3	

Initial Point Calculation _____
(Potential Points = 55)

Interview Point Calculation (If Interview Process Needed) _____
(Potential Points = 20)

Total Point Calculation (If Interview Process Needed) _____
(Total Points Possible = 75)
GPA Calculation (If Needed) _____

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Surgical Technology (SURG) Program
Application Point Calculation Information

A. Requirements for admission to the program include the following:
   1. High school diploma or GED by the application deadline.
   2. Required prerequisite courses must be completed by the application deadline to meet application eligibility and for purposes of point calculations.
   3. Minimum grade of C/2.0 must be earned in each required prerequisite course.
   4. Must be 18 years of age by program start to participate in clinical requirements.

B. Points will be awarded as reflected on the point sheet for grades earned in prerequisite courses appearing on the official transcript at the application deadline and that meet the requirements for the Surgical Technology Program. No points are awarded for the High School diploma or GED.
   - Courses with grades of **P** (pass) or **S** (satisfactory) or courses that have not received a grade due to advance placement scores will be awarded 3 points.
   - If a course is repeated, the highest grade earned will be the grade considered for purposes of points awarded during the application process.

D. One point will be awarded to residents of Idaho's five northern counties (Benewah, Bonner, Boundary, Kootenai and Shoshone). Residency status will be determined by the Cardinal Central Office based on information submitted within the North Idaho College application process.

E. Within the online application process, each program applicant will be asked to complete a personal statement addressing the following criteria. Applicant statements will be eligible for up to five point(s) awarded in the competitive-entry point calculation process.
   - Explain your interest and/or goals in pursuing a surgical technology career.
   - Describe any healthcare field or life experiences which relate directly to knowledge of surgical technology.
   - Describe personal strengths which will allow you to function effectively in the field of surgical technology.
   - List five reasons why you won't quit this program.
   - A clear, concise, compelling statement with appropriate grammar and spelling will earn higher points. One to two pages typed will be sufficient if you address the noted criteria.

E. Three points will be awarded for previously earned Bachelor's degree or higher degree earned from U.S. Department of Education accredited institution(s) recognized by North Idaho College. Official transcript records noting recorded degree information must be sent following application/transcript checklist processes and must be received by the application deadline to be considered.

F. Three points may be awarded for health care certification/licensure. Documentation must include current state or federally approved credentials and must be provided with program application materials by the application deadline to be considered.

G. Up to three points may be awarded for sterile processing or other surgery-related health care work experience. Documentation for work experience should include letter from employer on company letterhead indicating the applicant's name, normal (day-to-day) job duties affiliated with the position held, employment dates, and supervisor contact (phone and email) information. Letter must be signed and dated by supervisor and must be provided with program application materials by the application deadline to be considered.

Surgical Technology (SURG) Program
Application Point Calculation Information (continued)

G. Additional information:

- The GPA for program eligibility will be calculated on courses that meet degree requirements for the Surgical Technology Program, which have been completed with a 'C' grade/2.0 or higher.

- In the event there are applicants with an equal number of points, and the number of applicants (who are tied) outnumber the remaining positions in the program selection process, the following system will be used to determine the applicant selected:

    1. Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category. If there continues to be a tie, then:
    2. GPA, as defined above, will be used to rank the remaining tied applicants. If there still continues to be a tie, then:
    3. A random drawing of all the remaining tied applicants will be held for the final slot/s.
    4. Applicants accepted to the program will be required to attend a new student orientation. New student orientation is mandatory. If the orientation session is missed, the applicant will lose his/her place in the program and an eligible alternate will be invited to take the open position.
    5. In the event that the cohort is not full, applications may continue to be evaluated (even after the due date) until remaining spots are filled.

Prerequisite Course Information Sheet

Applicants completing prerequisite courses at a school <u>other than NIC</u> during the spring or summer term/s prior to the program start date must complete and submit this prerequisite course information sheet along with required enrollment documentation.

The completed document and documentation of enrollment in the prerequisites listed below must be submitted with the application in order to provide evidence of program eligibility.

Student name:

Prerequisite course/s I am currently enrolled in or will be enrolled in during the term preceding the program start date:

Name of college:

Course/s will be completed on (date):

Evidence of registration for prerequisite courses must be submitted to Cardinal Central on or before May 16, 2024 to be considered for application eligibility.

An official transcript with final grade details for all courses listed on form must be received in the Cardinal Central Office prior to the program start to validate program eligibility.

Submit this page if applicable.