



North Idaho College

SURGICAL TECHNOLOGY

APPLICATION FOR FALL 2019

**This application will open on March 25, 2019.
The deadline is set for May 23, 2019.**

Cardinal Central (208) 769-3311, CardinalCentral@nic.edu
Health Professions Advisor (208) 625-2320
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North Idaho College Surgical Technology Program Application Checklist

This sheet is provided for you to ensure that your application is complete. All materials must be **submitted to Cardinal Central no later than 5:00 PM on Thursday, May 23, 2019** unless otherwise indicated.

Application to North Idaho College

Complete Incomplete

- ✓ If you are not an enrolled student at North Idaho College in spring 2019, you must complete an application to NIC.

Surgical Technology Program Application

Complete Incomplete

- ✓ This application must be complete.

Official High School Transcript/GED

Complete Incomplete

- ✓ Official High School Transcripts or GED scores must be received by NIC and on file in the Admissions Office

College Transcripts

Complete Incomplete

- ✓ **ALL** official college and military transcripts must be received. Please be aware that transcripts are not retained for a long period of time and you may need to reorder transcripts. Only courses that appear on official transcripts at the application deadline will be used to determine points for admission. Applicants using test scores to meet a required course must submit a paper copy of the scores if the test score is not listed on the transcript. Test scores are valid for two years from the test date.

Current Schedule

Complete Incomplete

- ✓ Applicants who are enrolled in prerequisite courses in spring 2019 in a school other than North Idaho College must submit a copy of their current schedule and complete the enclosed form titled **Prerequisite Course Information Sheet**. This will validate eligibility to meet all prerequisites. Applicants should keep a copy of this form to remind them of important dates regarding transcript due dates.

Statement from Surgical Technology Program

Complete Incomplete

- ✓ Applicants who have attended any surgical technology program other than NIC must submit a letter of good standing from their previous institution ensuring student was not dismissed due to unethical circumstances. The statement must come on letterhead from an instructor or administrator of the program(s) and in a sealed envelope.

IMPORTANT ADDITIONAL INFORMATION:

It is the applicant's responsibility to ensure that all required information is submitted and received in Cardinal Central and that documentation of all requirements is included in the application. Applicants may verify documents received on their MyNIC. Once you 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 file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

- **It is highly recommended that applicants with transfer credits view their transcript evaluations before the application deadline to assure 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 their MyNIC account, at the top of the screen in the *Search* box type 'Transfer Credits' and find the search result for *View Transfer Credits*.
 - Applicants using AP, CLEP or other test scores for a course to meet a degree requirement must submit a paper copy of the scores if the test score is not listed on the transcript. COMPASS, SAT or ACT Test scores are valid for two years from the test date.
 - Completion of drug test may be required upon acceptance.

Disclosure Statement

The North Idaho College Surgical Technology Program is seeking initial program accreditation and is not currently programmatically accredited.

Remember!

In addition to this program application, you must also complete the North Idaho College general Application for Admission.

Visit <http://www.nic.edu/admissions> to apply online or download a printable application, or visit Cardinal Central in Lee-Kildow Hall.



Application for Admission to the Surgical Technology Program Fall 2019

North Idaho College Student Identification Number _____

Name _____
Last First Middle Preferred Name

Other Names Appearing on Records _____

Current Mailing Address _____
Street Address City County State Zip

Phone _____ E-Mail _____

Education

High School Diploma: yes ___ no ___ GED: yes ___ no ___

Please list **all** Colleges attended:

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/#Credit Earned

Cardinal Central must receive official transcripts by the application deadline.

Military: Active _____ Veteran _____ Other _____
(DD 214 will be required after initial applicant screening)

Please read and sign

- I hereby certify that the information contained in this application is true and complete to the best of my knowledge.
- I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from college.
- I understand that upon acceptance into the Surgical Technology Program, a criminal background check will be required for participation in clinical rotations. Violations which appear on the background check may result in denied access to clinical sites and, therefore, inability to complete the Surgical Technology Program.
- I understand that a felony conviction may result in denied access to clinical sites and, therefore, inability to obtain employment in my desired healthcare field.

Applicant Signature

Date

The Surgical Technology Program is committed to diversity and has a selection process which does not discriminate on the basis of race, color, religion, national origin, sex or age.

Prerequisite Course Information Sheet

Students currently enrolled or planning to enroll in prerequisites at schools *OTHER* than North Idaho College must complete this information sheet. This sheet and documentation of enrollment in the prerequisites listed below must be submitted with the application in order to provide evidence of eligibility.

Student Name _____

Prerequisite course/s I am currently taking: _____

Name of college _____

Course/s will be complete on (date) _____

The course/s is/are being offered in a _____ quarter _____ semester system. (Check one)

Name of college _____

Course/s will be complete on (date) _____

The course/s is/are being offered in a _____ quarter _____ semester system. (Check one)

Evidence of registration for prerequisite courses must be submitted to Cardinal Central on or before **May 23, 2019**.

Transcripts for all prerequisite courses not completed at NIC must be received in Cardinal Central by **May 23, 2019**.

North Idaho College Surgical Technology Program

Point System for Admission Selection for Entry into Fall 2019

- A. Requirements for admission to the program include the following:
1. High school diploma or GED by the application deadline.
 2. Prerequisite Courses – ENGL 101, BIOL 175 or BIOL 227 & BIOL 228, CAOT 179, MATH 123 or HIGHER GEM 3 MATH COURSE, BACT 250, COMM 101, PSYC 101 or SOC 101 & SURG 100.
 3. Minimum grade of C/2.0 GPA must be earned in each required course.
- B. Points will be awarded for grades earned in 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. The following point system will be used for all courses:
- **BIOL 175, BACT, CAOT 179 and Math course(s) required: A=8, B=6, C/2.0=4.**
 - All other course A=4, B=3, C/2.0=2
 - All BIOL, BACT & CAOT 179 courses must be no more than 7 years old at the time of entry into the Surgical Technology program. (BIOL, BACT & CAOT 179 courses completed prior to fall 2011 do not meet the seven-year eligibility requirement).
 - 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.
 - Courses which have been documented as **waived** do not receive grades or credits and will not be awarded points, but will be accepted as meeting program requirements.
- 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 Admissions Office based on information submitted on the North Idaho College application.
- E. **One point** will be awarded for a personal statement following below criteria:
- Explain your interest and/or goals in pursuing a career in surgical technology
 - 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.
- E. **Two points** will be awarded for previously earned Bachelor's degree or higher degree earned from accredited institution(s), recognized by North Idaho College.
- F. **Two points** for completion of prior health certification.

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E. 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 grade of C/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 open positions in the program, the following system will be used to determine who is 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. Once admitted there will be new student orientation. New student orientation is mandatory. If orientation is missed, you will lose your place in the program.
 5. In the event that the class is not full, applications will continue to be evaluated (even after the due date) until remaining spots are filled.
 6. The top ten students with the most points will be given a spot in the program. In the event that there are more qualified candidates than seats available, the remaining applicants will be placed on an alternate list for that year. If a seat opens up, the student with the next highest points will be selected for that seat. If that student is unavailable, the next alternate will be offered the seat, and so on.

Surgical Technology Program Point Calculation Worksheet

Students must pass the **prerequisite** courses with a C/2.0 or higher to be considered for placement into the program. If a student has not completed the prerequisites prior to entry into the program, the student will NOT be considered for program acceptance. If a student has taken any of the **additional program courses** below they will be added into the student's total points.

A. Minimum Prerequisites

Prerequisite Courses	Grade	Points
BIOL 175 OR BIOL 227 & 228.		
CAOT 179		
GEM 3 MATH REQUIREMENT		
ENGL 101 OR ENGL 102		

Total A

B. Courses to be Completed Prior to Surgical Technology Program Start Date

Additional Program Courses	Grade	Points
BACT 250		
PSYC 101 OR SOC 101		
COMM 101		
SURG 100		

Total B

C. Residency

County and State of Residence _____ Point _____

Total C

D. Personal Statement

Total D

E. Previous Earned Degrees

Total E

F. Completion of Health Certification

Total F

TOTAL A – F