



North Idaho College

SURGICAL TECHNOLOGY PROGRAM

FALL 2020 APPLICATION PACKET

**The application period is March 23, 2020 – June 11, 2020.
The application deadline is 5:00 p.m. on June 11, 2020.**

Cardinal Central Office (208) 769-3311, cardinalcentral@nic.edu
Betsy Conery, Health Professions Advisor (208) 625-2320, betsy.conery@nic.edu
Rob Blackston, Program Director (208) 769-3236, rgblackston@nic.edu

Mail, email, or deliver application materials to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

North Idaho College Surgical Technology (SURG) Program Application Checklist

This sheet is provided to ensure that your application is complete and does not need to be included with your application. All application materials must be received in the Cardinal Central Office **no later than 5:00 p.m. on Thursday, June 11, 2020**, unless otherwise indicated.

Application to North Idaho College Complete Incomplete

If you are not an enrolled student at North Idaho College (NIC) in spring 2020, you must complete a Fall 2020 NIC application via the 'Apply Now!' link on the [NIC Cardinal Central](#) website.

Surgical Technology Program Application Complete Incomplete

This SURG application must be complete. You can find and download the printable Surgical Technology application packet on the [NIC Cardinal Central](#) website.

Official High School Transcript/GED for *current Dual Enrolled Students*

Complete Incomplete

If HS program or GED is in progress, then the final HS transcript or GED must be received prior to starting SURG courses, if accepted to the program.

College Transcripts Complete Incomplete

ALL official college and military transcripts must be received in the Cardinal Central Office. 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 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.

Current Schedule Complete Incomplete

Applicants (including Dual Enrolled students) who are enrolled in prerequisite courses in spring 2020 in a school other than North Idaho College must submit a copy of their current schedule and complete the enclosed **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 transcript due dates.

Personal Statement of SURG Program Goals/Interest Complete Incomplete

Submit a typed personal statement indicating your goals/interest in the SURG program and reasons why you will be successful. Statement needs to be clear, concise and compelling.

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. The statement must be on program letterhead, signed by an instructor or administrator of the program(s), and be received from the institution in a sealed envelope. The letter must indicate the student was not dismissed due to unethical circumstances or other unfavorable situations.

IMPORTANT ADDITIONAL INFORMATION:

It is the applicant's responsibility to ensure that all required information is submitted and received in the Cardinal Central Office and that documentation of all requirements is included in the application. All materials must be received in the Cardinal Central Office no later than 5:00 p.m. on Thursday, June 11, 2020 to meet the application deadline.

Applicants may verify documents received on their **MyNIC** account. 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 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**.
- 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. SAT or ACT Test scores are valid for four years from the test date.
- Completion of background check will be required upon acceptance.
- Completion of drug screening will be required before starting clinical placement.
- Based on the required program prerequisites and the application point process, the top twenty eligible applicants will be invited to participate in an interview/selection process. This process will narrow the eligible applicant pool to ten applicants accepted into the program and two alternates eligible for acceptance into the program in the event that one of the final ten applicants forfeits a position. Notification of the interview/selection process will be sent by email invitation (to the email address indicated on the program application) no later than July 10, 2020.
- If accepted into the program, the applicant will be required to attend a **mandatory Surgical Technology Program orientation on Wednesday, August 19, 2020, from 9:00 a.m.-5:00 p.m.** on the North Idaho College campus. Students will be notified of the specific location when they are accepted into the program.



North Idaho College

Application for Admission - Fall 2020 Surgical Technology Program

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)

Evidence of registration for prerequisite courses must be submitted to Cardinal Central on or before **June 11, 2020**.

Transcripts for all prerequisite courses not completed at NIC must be received in Cardinal Central by **June 11, 2020**.

North Idaho College

Fall 2020 Surgical Technology Program Point Calculation Detail

- 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.
 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. **1 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 on the North Idaho College application.
- E. **1-5 points** will be awarded for a personal statement addressing the following criteria:
- 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.
- E. **3 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.
- F. **3 points** may be awarded for health care certification/licensure. Documentation must include current state or federally approved credentials and must be provided with application materials by the application deadline.

North Idaho College

Fall 2020 Surgical Technology Program Point Calculation Detail

- G. Additional information pertaining to the points and selection of the top twenty applicants who will be invited to participate in the program interview/selection process that will result in the final ten applicants and two alternates for the fall program start:
- 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 class is not full, applications will continue to be evaluated (even after the due date) until remaining spots are filled.

North Idaho College

Fall 2020 Surgical Technology Program Point Calculation Worksheet

Name _____ Student ID _____

Total application points possible = 80 points

Minimum Prerequisite Courses – Required for program application.	Grade	Point Scale	Points
BIOL-175 Human Biology <u>or</u> BIOL-227 Human Anatomy & Phys I <u>and</u> BIOL-228 Human Anatomy & Phys II		A = 8 B = 6 C = 4	
BACT-250 General Microbiology		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 <u>or</u> ENGL-102 Writing and Rhetoric II		A = 4 B = 3 C = 2	
MATH-123 Math in Modern Society <u>or higher</u> GEM 3 MATH		A = 8 B = 6 C = 4	
PSYC-101 Introduction to Psychology <u>or</u> SOC-101 Introduction to Sociology		A = 4 B = 3 C = 2	
SURG-100 Introduction to Surgical Technology		A = 4 B = 3 C = 2	

Additional Points Awarded		
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 degree (Bachelor degree or higher from regionally accredited institution recognized by NIC).	3	
Health care certification/licensure. Documentation must include current state/federally approved credentials.	3	

Initial Point Calculation _____
(Potential Points = 60)

Point Calculation for Top 20 Applicants Selected to Interview _____
(Potential Points = 20)

Total Point Calculation for Applicants Selected to Interview _____
(Total Points Possible = 80)

GPA Calculation _____
(as needed)