

# SURGICAL TECHNOLOGY ENTRANCE REQUIREMENTS PACKET FALL 2024

Information presented in this packet supersedes all other information obtained by the applicant.

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Effective January 1, 2022, proof of Covid vaccination will be required for students entering a program with a clinical component.

The Surgical Technology Program at Delaware County Community College (DCCC) is a special admission program with limited seating. The process for applying to the Program is called "petitioning." The process of petitioning requires the candidate to fulfill

\_\_\_\_\_ as detailed within the Surgical Technology Program Entrance Requirement Packet \_\_\_\_\_ to submitting their petition.

While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting all the admission criteria does not guarantee acceptance into the program. The responsibility for correctly completing the surgical technology program petitioning process lies with the applicant. Failure to complete all requirements as detailed in the Surgical Technology Program Entrance Requirements Packet will result in an incomplete petition. Incomplete petitions must be corrected prior to May 31, 2024, to be considered for a seat in the program or to be assigned to the waitlist. Please note that program seats often fill prior to this final deadline.

All applicants must meet the admissions criteria as stated in this packet before a seat in the program or a position on the wait list can be awarded. Admission requirements for the program are subject to change each year. This packet outlines the entrance requirements for the year noted above. All applicants to the program are required to meet the requirements for the year in which they submit their petition, including those who have previously applied or who are currently enrolled at Delaware County Community College taking general education and/or pre-requisite courses.

There is a maximum of 18 seats available each fall.

The Surgical Technology courses begin each fall semester and are offered during the daytime only. (See page 3.)

All petitions and supporting documentation must be submitted no later than Tuesday, May 31, 2024, to be considered for a seat in the Fall 2024 program or for a position on the waitlist.

Petitions and/or supporting documentation submitted after May 31, 2024, will not be considered for seating. The information in this packet will expire on May 31, 2024.

Grades for courses scheduled for the 2024 Summer I, 10-week Summer I Session, and the Summer II Session will not be available by the petitioning deadline. Therefore, all prerequisite and developmental courses must be completed by the end of the 2024 Spring Semester to be eligible to petition and for program consideration.

The Admissions Office encourages candidates to complete and submit all requirements as soon as possible as the program often fills prior to this date.

All candidates are encouraged to attend a virtual INFORMATION SESSION. See 2<sup>nd</sup> box below.

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## Petitioning Dates

## FACTS ABOUT THE PROGRAM & PETITIONING

1. Upon successful completion of the curriculum, students receive an associate in applied science (AAS) degree and are eligible to sit for the national certification examination for surgical technologist (CST) offered by the NBSTSA (National Board of Surgical Technology and Surgical Assisting) to become a Certified Surgical Technologist. Certification as a Surgical Technologist (CST) is mandatory to work as a surgical technologist in the state of Pennsylvania.
2. Admission into the Delaware County Community College surgical technology program is selective due to the limited seating. The Surgical Technology Admissions Committee will make the final selection of candidates after careful evaluation of an applicant's demonstrated ability and potential for success. The Committee relies on the scores the applicant achieves on the Test of Essential Academic Skills (TEAS), grades earned in coursework, and overall GPA. A scoring rubric is utilized to total earned points. Candidates are ranked using their Grand Total of points earned (see Page 10). Seats in the program are awarded based on a highest to lowest ranking system of the total rubric points earned.
3. Surgical technology classes and clinical (AHS 100 & 101 through AHS 200 & 201) begin every fall semester and take ten (10) months, three (3) semesters to complete. The semester sequence, once accepted into the program, is fall, spring, and summer I. Courses in the program are sequential and cannot be completed faster. Surgical technology classes and clinical are only offered during the day. Clinical assignments are based on hospitals affiliated with DCCC and availability. Clinical choice is not guaranteed and can be assigned.
4. Qualified candidates may be offered a seat for the program, if one is available after all steps have been successfully completed and reviewed by the Surgical Technology Admissions Committee by the May 31, 2024, deadline. Student petitions received before January 31, 2024, with a rubric score of 180 and have met all program requirements may be notified of acceptance before May 31, 2024.
5. Candidates must complete these five pre-requisite courses before they can apply for a seat in the program. While students may transfer classes, students must have a GPA generated from coursework taken at DCCC. All courses cannot be transferred into DCCC from other colleges.
  - English Composition I (ENG 100)
  - General Psychology (PSY 140)
  - Human Anatomy & Physiology I (BIO 150) or Human Anatomy & Physiology II (BIO 151)
  - Applied Microbiology (AHM 220)
  - Humanities elective
6. Credits received for BIO 150 and BIO 151 (Human Anatomy and Physiology I & II) prior to enrollment in AHS 100

10. In addition to normal tuition, fees, and books, students are required to purchase insurance and items specific for clinical rotation.
11. It is the student's responsibility to notify both the Admissions and Records Offices of any changes in address or



## REQUIREMENTS FOR ADMISSION

All admission requirements listed on the following pages, \_\_\_\_\_ a candidate can petition. A seat in the program or a position on the waitlist will not be awarded until all requirements have been met. Please note the program often fills prior to the final deadline date, which for Fall 2024 entrance consideration is May 31, 2024. Therefore, the Admissions Office encourages candidates to complete and submit all requirements as soon as they have fulfilled requirements.

### #1: APPLY FOR GENERAL ADMISSION

Complete a Delaware County Community College application for admission. Current students, those enrolled or currently registered for classes, do not need to apply to the College again. If you previously enrolled at the College and stopped attending for one year or longer, you must submit another application and indicate that you are applying for readmission. It is important to note that acceptance to the College does not guarantee acceptance into this special admission program. Link to the application page here: <https://www.dccc.edu/apply>.

Students will receive a Welcome Packet via USPS approximately one week after their application is received and processed. Wlyome Scke9(eit-3()-224 ill)tclden9()-230ivplrtant intor ption otu3(t)-12(i)12(cce)-3(p)11(esn)5(g)4()-723the seu

Once evaluated and transferred into DCCC, evaluated credits will appear on the student's Degree Works page marked with a "T" indicating that course(s) were accepted in transfer. The process to transfer courses may take 4-8 weeks; please plan accordingly in order to meet petitioning deadlines.

INTERNATIONAL CREDENTIALS: If you attended a college or university outside the United States and want to transfer those credits earned into the College, you must submit a course-by-course evaluation report from an approved credential evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation

If an electronic document sharing service is offered by the sending institution a final, official, e-transcript should be sent to [records@dccc.edu](mailto:records@dccc.edu). Transcripts \_\_\_\_\_ be emailed directly by students. They must be sent by an electronic document sharing platform (e.g., Parchment or the National Student Clearinghouse).

**DIRECTIONS: VERIFY THAT YOUR HIGH SCHOOL CREDENTIALS ARE PROPERLY ON FILE**

Verify that your official, final, high school credentials are properly on file with the College. To verify the receipt of this required document by the College, please email the Admissions Office ([admiss@dccc.edu](mailto:admiss@dccc.edu)) with the information below. Do not telephone the College for this information. Instead, please email the address above with the information below:

- Your full name as indicated by your permanent records at the College
- Maiden name, if applicable
- Date of Birth
- DCCC Student ID Number (P#)
- Name of school or agency

**CREDIT FOR PRIOR LEARNING**

Students may be eligible to receive or earn credit for knowledge acquired through life and work experiences that are closely related to the learning objectives of the College’s credit courses. This knowledge may have come through on-the-job experiences, professional workshops, non-credit classes, business or technical schools, personal study or other pursuits.

- \*Portfolio Development
- \*College Level Examination Program (CLEP)
- \*Credit by Examination
- \*Credit for Military Training Schools
- \*Transfer Credits from Other Colleges
- \*Advanced Placement

Students interested in pursuing credit for prior learning options should contact Assessment Services at 610-359-5322 or email [assess@dccc.edu](mailto:assess@dccc.edu)

**#5: APPLY FOR FINANCIAL AID (FAFSA)**

One of the keys to success in college is having a plan to pay for your education. This step is highly recommended, yet not an admission requirement and therefore, not required to petition. Applying for financial aid is easy when you follow the step-by-step guide offered on the College’s website at: <http://www.dccc.edu/fafsa>. Deadlines apply, so file your application without delay. If you have questions or need help regarding financial aid, call the College at 610-359-5330 or email [finaid@dccc.edu](mailto:finaid@dccc.edu).



an advisor via the Welcome Packet they receive after applying to the College. Current students should move to Requirement #8 below.

## #7: MEET WITH THE PROGRAM





## HOW TO PREPARE FOR THE TEAS

1. It is recommended that candidates complete both Human Anatomy & Physiology I and II (BIO 150 and BIO 151) prior to attempting the TEAS. The Science section of the TEAS is heavily weighted with anatomy & physiology questions. Therefore, having successfully taken both Human Anatomy & Physiology I and II (BIO 150 and BIO 151) will best prepare a candidate for the rigors of this standardized test. Additionally, research suggests that the more pre-requisite and general education courses a candidate has completed prior to taking the TEAS, such as a college-level math and English Composition, the more successful the candidate will be on the TEAS.
2. The ATI TEAS Study Guide is available for purchase through ATI Testing at [www.atitesting.com](http://www.atitesting.com). The Delaware County Community College Bookstore also carries the Study Guide for purchase. Limited copies are available for review in the Learning Commons for students with a valid College student ID card and proof of registration for the test.
3. Online practice exams and study resources are available at [www.atitesting.com](http://www.atitesting.com) for a fee. Please note practice exam scores are not considered valid scores for admission into the program.
4. At times, the College's Continuing Education Department offers TEAS Test Preparation Courses. For information and registration please call: 610-359-5025.

## HOW TO SCHEDULE THE TEAS TEST

Delaware County Community College is a TEAS testing site. Candidates to the program must register, pay, and schedule TEAS testing through ATI Testing, the creators of the TEAS. Candidates are only allowed to take the TEAS in person. If you

## #10: OBTAIN BACKGROUND CLEARANCES

Castle Branch has been contracted by the College to assist students in obtaining and storing required background clearances. Petitioning students are required to create a Castle Branch account, called myCB/CP, a secure platform that offers students directions on how to obtain the required clearances. The fee for this service is \$45.99, payable to Castle Branch. The fee includes the cost for the Statewide Criminal PA Report which will automatically be posted on the student's

FBI Report	Child Abuse Clearance
Average time to obtain: 2-3 weeks (may take longer)	Average time to obtain: On-line ordering will take 2-3 weeks to get results back. Paper submissions take longer.

How to obtain:

Go to the Identogo/IDEMIA website at

<https://www.identogo.com/locations/pennsylvania>

Scroll down and choose "Digital Fingerprinting,"

Enter the "Service Code" provided by Castle Branch.

Follow the directions to complete your registration.

For Reason Fingerprinted select: EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN.

Results will be returned to you via U.S. Postal Service, so use your current, legal address.

Once the final FBI report is mailed back to you via the U.S. Postal Service, open the letter and check for accuracy.

Upload this document to your Castle Branch account.

All Rap Sheet reports (if applicable) must be posted as well to fulfill this requirement.

This clearance report is required even if you have never lived in Pennsylvania. For questions related to the PA Child Abuse History Clearance, please contact the Childline Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

How to obtain:

ON-LINE SUBMISSION:

- Go To:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

PAPER SUBMISSION:

Paper submissions of the PA Child Abuse History Clearance Application will still be accepted for anyone who may not have access to the internet or who may be unable to access the self-service portal due to their attempting to access the system outside the U.S. Telephone 717-783-6211 or toll free at 1-877-371-

Due to the serious potential negative ramifications of any background checks on admission/progression in the program, eligibility to qualify for licensure, and future employment in healthcare, applicants with criminal background checks are strongly encouraged to have these offenses reviewed by legal counsel.

NOTE: Once awarded a seat in the program, due to health care providers' policies, a drug screening is required for all newly accepted students prior to beginning their clinical experiences. If you are awarded a seat in the program, you will receive more detailed information on this requirement once accepted to the program.

### #11: MAINTAIN A MINIMUM OVERALL GPA = 2.5

At the time of petitioning and through the start of AHS 100 and AHS 101, students must meet and maintain an overall minimum grade point average (GPA) of a 2.5 or higher for all college course work completed at DCCC to be considered for a seat in the program or to be offered a position on the wait list. If the student's overall GPA falls below the minimum 2.5 requirement at any time, the offer of admission to the Surgical Technology program or the position on the wait list will be revoked and they will not be permitted to register for, or begin, AHS 100 and AHS 101.

### #12: CODE OF CONDUCT & ACADEMIC INTEGRITY

Involvement in any incident which resulted in disciplinary action, academic dishonesties, or violates the College's Code of Conduct in the Student Handbook is considered in the admissions process. The ST program reserves the right to deny admission to any applicant who has a documented history of or pending violation of the College rules and regulations or who has been previously suspended or expelled from the College or any other post-









