

# CENTRAL TECHNOLOGY CENTER

# Surgical Technology



## Information Packet

## 2019-2020

Admission procedures, eligibility, and cost requirements are subject to change annually.

**Central Technology Center**

Attn: Chet Cundiff

Career Advisor

3 CT Circle

Drumright, OK 74030

918-352-2551

[Centraltech.edu](http://Centraltech.edu)





Dear Potential Students:

Thank you for choosing Central Technology Center for your pursuit of your Surgical Technologist education. We believe our program will give you a great start in your career. Central Tech strives to develop the best Surgical Technologists in the profession.

The Information Packet will help you better understand the Surgical Technology program and what lies ahead for the 2019-2020 school year. The packet is designed to help make the enrollment process easy for you to complete. Please read through the entire packet and if you have any questions call the Career Advisor, Chet Cundiff, at 918-352-2551, extension 283.

As the health industry grows, there is a greater demand for qualified health professionals, one excellent place to start is as a Certified Surgical Technologist with opportunities to advance your career in the future. We take a vested interest in your success at Central Technology Center and will be here to assist you with employment opportunities after you complete our program.

We are looking forward to you being a part of our upcoming 2019-2020 Surgical Technology class at Central Technology Center - Drumright Campus.

Sincerely,

*Todd Prough*

Todd Prough, CST  
Surgical Technology Program Director

*Roxann Fox*

Roxann Fox, CSFA, CST  
Surgical Technology Clinical Coordinator

# **Surgical Technology Information Packet**

## **Table of Contents**

	Page(s)
General Information	1-2
Application Procedures	3-5
Step-by-Step Application Process	6
Estimated Equipment, Fees, and Tuition Costs	7-8
Checklist Required Documentation	9

**Central Tech Surgical Technology**  
**General Information**  
**(1200 clock hours)**  
**2019 - 2020**

Surgical technologist health professionals are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures, to ensure that the operating room environment is safe, that the equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

Surgical technologists possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive, therapeutic, and diagnostic procedures.

Central Tech's Surgical Technology program provides the student with the knowledge and skills needed to function as a member of the surgical team assuming appropriate responsibilities before, during and after surgery. Instruction is provided in principles of aseptic techniques, patient care, basic sciences, supplies and equipment of professional preparation. Salary range for this area is \$16 - \$17/hour based on employment of 2017 graduates. (FY 17 Follow-Up data)

A student must be present at least 94 percent of the scheduled time. Absences are not qualified as excused or unexcused. Personal and business appointments should be made so as not to conflict with classroom or clinical schedules.

Students are responsible for their own transportation to Central Tech and to the clinical sites. Therefore, it is imperative you have reliable transportation.

It is essential that students be well prepared for each classroom and clinical experience. Therefore, you must plan for adequate study time at home on average 3 to 4 hours per night.

**Class & Clinical Schedule**

Class is typically scheduled Monday through Friday 8:25 a.m. – 3:35 p.m. Clinical rotations are typically Tuesday – Friday starting at 6:30 a.m. with 7 hours of clinical experience and attending class on Monday from 8:25 a.m. - 3:35 p.m. until the end of school.

## **Clinical Locations**

**Bristow**-Bristow Medical Center; **Cushing**-Cimarron Healthcare, Cushing Regional Hospital; **Drumright**-Drumright Regional Hospital; **Jenks**-CORE Surgical Hospital; **Okmulgee**-Muscogee Creek Nation; **Ponca City**-Ponca City Medical Center; **Sapulpa**-St. Johns, **Stillwater**-Stillwater Medical Center; **Muskogee**- Jack C. Montgomery VA Medical Center; **Tahlequah**-Tahlequah Hospital Authority; **Tulsa** – Tulsa Spine & Specialty Hospital

## **Cost of Program**

The cost of the program for (2018-2019) is approximately **\$5352.00 in district; \$7152 out of district**; it is subject to change each year. A detailed list of equipment, supplies, fees and tuition costs may be found on page 7. The cost of the program for 2019-2020 will be available by July 1, 2019.

## **Physical and Mental Requirements**

The following minimum physical and mental requirements are necessary for successful progression through Surgical Technology:

- The ability to lift or move weights of up to 50 pounds. Must not have any lifting restrictions prescribed by physician or other healthcare provider.
- The motor ability necessary to ambulate independently in operating rooms or in work areas.
- Visual acuity sufficient to recognize and distinguish between different instruments and supplies needed for the job.
- Auditory acuity sufficient to hear instructions and requests from instructors, preceptors and other healthcare providers in the clinical setting.
- The ability to speak, write and comprehend the English language proficiently.
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- The ability to resolve conflicts appropriately and function effectively under stress.
- Students in Surgical Technology will be held accountable for the performance of these requirements while they are in the program.

# Surgical Technology Application Procedures

## Review the Surgical Technology Information Packet

The Information Packet is available online at [www.centraltech.edu](http://www.centraltech.edu). In addition, the packet may be picked up at the Drumright campus or can be emailed. If you have questions, please call the Career Advisor, Chet Cundiff, at 918-352-2551, extension 283.

## Entrance Requirements

- Attend a required Surgical Technology Program information meeting
- Official high school transcript, GED Certificate, or equivalent.
- Minimum of 12 college hours with GPA of 2.5 **OR** minimum ACT composite score of 19 **OR** TABE Test with 10<sup>th</sup> Grade Equivalency in Reading and 9<sup>th</sup> Grade Equivalency in Math.
- Provide documentation of immunizations and/or titers.
- Postsecondary students who are 18 years or older by the first day of class

## Submit Surgical Technology Application

Complete the Surgical Technology Application. The application is available online at [www.centraltech.edu](http://www.centraltech.edu). Go to the Surgical Technology page and fill out and submit the application online.

## Visit with the Career Advisor

The Career Advisor, Chet Cundiff, may be contacted at 918-352-2551, extension 283. After you submit your application online, you will be contacted by the Career Advisor as soon as possible; if you have not been contacted within one business day, please contact him. The Career Advisor will discuss the application and entrance requirements with you.

## Information Session Schedule

All applicants are required to attend one information session with the instructor. To sign up for an Information Session contact the Career Advisor at 918-352-2551, extension 283. Bring your information packet with you.

Thursday, February 21, 2019	2:00 pm	Surgical Technology Classroom
Wednesday, March 13, 2019	6:00 pm	Surgical Technology Classroom
Tuesday, April 2, 2019	9:00 am	Surgical Technology Classroom
Thursday, April 18, 2019	9:00 am	Surgical Technology Classroom
Tuesday, April 30, 2019	2:00 pm	Surgical Technology Classroom
Thursday, May 16, 2019	6:00 pm	Surgical Technology Classroom
Tuesday, May 21, 2019	9:00 am	Surgical Technology Classroom
Wednesday, June 5, 2019	2:00 pm	Surgical Technology Classroom

## TOEFL Exemptions

Legal aliens who have applied for school are exempt from taking the TOEFL if:

1. Transcripts generated by schools outside the United States must be evaluated by a credentialing agency in order to validate equivalency. Contact the World Education Services at [www.wes.org](http://www.wes.org) or check with local colleges and universities
2. Has completed a minimum of 24 hours of college credit with a minimum grade of “C” in each of the classes.

## Test of English as a foreign language (TOEFL) International Applicants Only

A High School Equivalency Assessment letter indicating a foreign country education is equivalent to a United States high school education is required as proof of high school equivalency. The evaluation and letter are available through the International Students Office at many colleges and universities. It can also be obtained from World Education Services at <http://www.wes.org>

## Central Technology Center does not administer the TOEFL examination.

- The applicant may register for the examination online or over the phone. <http://www.ets.org> (Select “TOEFL” from the list of exams) 1-800-GO-TOEFL (1-800-468-6335)
- The TOEFL exam is required for admission of international students from non-exempt countries.

### Countries of Exemption:

Anguilla	Antarctica	Antigua & Barbuda	Australia
Bahamas	Barbados	Belize	Bermuda
Botswana	British Indian Ocean Territory	British Virgin Islands	Brunei
Canada (Except Quebec)	Cayman Islands	Cyprus	Dominica
Fiji	Gambia	Ghana	Gibraltar
Grenada	Guyana	India	Ireland
Islas Malvinas (Falklands)	Jamaica	Kenya	Kiribati
Lesotho	Liberia	Malawi	Malta
Marshall Islands	Mauritius	Micronesia	Montserrat
Namibia	Nauru	New Zealand	Nigeria
Pakistan	Palau	Papua New Guinea	Philippines
Seychelles	Sierra Leone	Singapore	Solomon Islands
South Africa	Sri Lanka	St. Christopher and Nevis	St. Kitts and Nevi
St. Lucia	St. Vincent and the Grenadines	Swaziland	Tanzania
Tonga	Trinidad and Tobago	Turks and Caicos Islands	Tuvalu
Uganda	United Kingdom	United States	Vanuatu
Vatican City	Virgin Islands	Western Samoa	Zimbabwe

- A score >500 must be achieved on the paper-based exam to be considered for admission. In lieu of this requirement, the applicant may instead:
  - Achieve a score > 173 on the computer-based TOEFL
  - Achieve a score > 61 on the Internet-based TOEFL
  - Provide proof of completion of 24 credit hours of college courses, taken in the United States, with a grade of “C” or higher in all courses
  - Provide proof of graduation from a high school located in the United States
  - If the applicant has completed the “Institutional TOEFL” at a college or university, this score is acceptable and meets the testing requirement.
  - Other applicants wishing to be exempted from the TOEFL exam must make an appointment with the Career Advisor and present the reason for requesting an exemption. **The Career Advisor’s determination of the need to take the TOEFL is final.**

## **Test of Adult Basic Education (TABE)**

The TABE will be administered to assist in recommending the most appropriate placement. There is a \$35 testing fee for the TABE. Fees must be paid prior to testing.

Surgical Technology program applicants are EXEMPT from the TABE test if they have:

- An official college transcript with evidence of completing 12 hours of college credit with a 2.5 or better GPA
- a minimum ACT composite score of 19

## **Financial Aid**

Students must contact the Central Tech Financial Aid Officer prior to the beginning of class to determine if they are eligible for financial aid.

Angie Piotrowski, Financial Aid Officer is at:

- Drumright Campus (MWF) 918-352-2551, Ext. 237
- Sapulpa Campus (TTh) 918-224-9300, Ext. 131

Apply for federal aid on [fafsa.ed.gov](http://fafsa.ed.gov) or visit with Ms. Piotrowski. If qualified, FAFSA pays Pell Grants only. Central Tech does not offer subsidized or unsubsidized loans. Central Technology Center's school code is **009964**.

## **Required Immunization / Screening Requirements**

The following documented immunizations and titers must be submitted:

- Measles, Mumps, Rubella (MMR)  
You must have documentation of receiving 2 MMR vaccinations, or positive titers (blood tests that show immunity to Measles, Mumps, and Rubella)
- Varicella Immunization  
You must have documentation of receiving 2 vaccinations or have a positive titer (blood test showing immunity to Varicella). Submitting a physician's statement that you had chicken pox will **NOT** be accepted.
- Tdap (Tetanus) Vaccine must have documentation of receiving a booster immunization no earlier than July 2014.
- Hepatitis B Series (3 immunizations) **MUST have 2 by application deadline**

## **Tuition Payment**

Payment arrangements must be made with the Bursar prior to the first day of class. Contact Charlotte Gaunt, Bursar, Drumright Campus, 918-352-2551, Extension 267.

## **Deadline**

Applications are due by noon, June 14, 2019. Submit application and documentation to Attention: Career Advisor, Central Technology Center, 3 CT Circle, Drumright, OK 74030.



## Central Tech Surgical Technology Step-by-Step Application Process

<b>Step 1</b>	<b>Complete the Surgical Technology Application.</b> The application is available online at <a href="http://www.centraltech.edu">www.centraltech.edu</a> . Go to the Surgical Technology page to fill out and submit the application online.																								
<b>Step 2</b>	<b>Review the Surgical Technology Information Packet.</b> The Information Packet is also available online at <a href="http://www.centraltech.edu">www.centraltech.edu</a> . In addition, it may be picked up at the Drumright campus or can be emailed to you. If you have questions, please call the Career Advisor, Chet Cundiff, 918-352-2551, extension 283.																								
<b>Step 3</b>	<b>Visit with the Career Advisor.</b> The Career Advisor may be contacted at 918-352-2551, extension 283. After you submit your application online, you will be contacted by the Career Advisor as soon as possible; if you have not been contacted within one business day, please contact him. The Career Advisor will discuss the application and entrance requirements with you.																								
<b>Step 4</b>	<p><b>Schedule to attend a Surgical Technology Information Session. Contact Chet Cundiff, 918-352-2551, extension 283 to schedule an information session:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">Thursday, February 21, 2019</td> <td style="padding-left: 40px;">2:00 pm</td> <td style="padding-left: 40px;">Surgical Technology Classroom</td> </tr> <tr> <td style="padding-left: 40px;">Wednesday, March 13, 2019</td> <td style="padding-left: 40px;">6:00 pm</td> <td style="padding-left: 40px;">Surgical Technology Classroom</td> </tr> <tr> <td style="padding-left: 40px;">Tuesday, April 2, 2019</td> <td style="padding-left: 40px;">9:00 am</td> <td style="padding-left: 40px;">Surgical Technology Classroom</td> </tr> <tr> <td style="padding-left: 40px;">Thursday, April 18, 2019</td> <td style="padding-left: 40px;">9:00 am</td> <td style="padding-left: 40px;">Surgical Technology Classroom</td> </tr> <tr> <td style="padding-left: 40px;">Tuesday, April 30, 2019</td> <td style="padding-left: 40px;">2:00 pm</td> <td style="padding-left: 40px;">Surgical Technology Classroom</td> </tr> <tr> <td style="padding-left: 40px;">Thursday, May 16, 2019</td> <td style="padding-left: 40px;">6:00 pm</td> <td style="padding-left: 40px;">Surgical Technology Classroom</td> </tr> <tr> <td style="padding-left: 40px;">Tuesday, May 21, 2019</td> <td style="padding-left: 40px;">9:00 am</td> <td style="padding-left: 40px;">Surgical Technology Classroom</td> </tr> <tr> <td style="padding-left: 40px;">Wednesday, June 5, 2019</td> <td style="padding-left: 40px;">2:00 pm</td> <td style="padding-left: 40px;">Surgical Technology Classroom</td> </tr> </table>	Thursday, February 21, 2019	2:00 pm	Surgical Technology Classroom	Wednesday, March 13, 2019	6:00 pm	Surgical Technology Classroom	Tuesday, April 2, 2019	9:00 am	Surgical Technology Classroom	Thursday, April 18, 2019	9:00 am	Surgical Technology Classroom	Tuesday, April 30, 2019	2:00 pm	Surgical Technology Classroom	Thursday, May 16, 2019	6:00 pm	Surgical Technology Classroom	Tuesday, May 21, 2019	9:00 am	Surgical Technology Classroom	Wednesday, June 5, 2019	2:00 pm	Surgical Technology Classroom
Thursday, February 21, 2019	2:00 pm	Surgical Technology Classroom																							
Wednesday, March 13, 2019	6:00 pm	Surgical Technology Classroom																							
Tuesday, April 2, 2019	9:00 am	Surgical Technology Classroom																							
Thursday, April 18, 2019	9:00 am	Surgical Technology Classroom																							
Tuesday, April 30, 2019	2:00 pm	Surgical Technology Classroom																							
Thursday, May 16, 2019	6:00 pm	Surgical Technology Classroom																							
Tuesday, May 21, 2019	9:00 am	Surgical Technology Classroom																							
Wednesday, June 5, 2019	2:00 pm	Surgical Technology Classroom																							
<b>Step 5</b>	<p><b>Entrance Requirements:</b></p> <ul style="list-style-type: none"> <li>• Attend a required Surgical Technology Program information session.</li> <li>• Official high school transcript, GED Certificate, or equivalent.</li> <li>• Minimum of 12 college hours with GPA of 2.5 <b>OR</b> minimum ACT composite score of 19 <b>OR</b> TABE Test with 10<sup>th</sup> Grade Equivalency in Reading and 9<sup>th</sup> Grade Equivalency in Math.</li> <li>• <u>International Applicants Only</u> – TOEFL scores (unless applicant meets exception requirements).</li> <li>• Provide documentation of immunizations and titers.</li> </ul>																								
<b>Step 6</b>	<b>TABE ASSESSMENT</b> – Register for the TABE assessment. For more information refer to “Testing Information” on page 5 of the information packet. Contact Alanna Grigg, 918-352-2551, extension 206 to schedule the TABE. <b>International applicants</b> must also provide proof of a passing <b>TOEFL</b> score or meet requirements for exemption. Refer to “International Applicants Only”, page 4 of application packet.																								
<b>Step 7</b>	<p><b>FINANCIAL AID</b> Speak with Financial Aid Officer Angie Piotrowski, 918.352.2551, extension 237 to see if you qualify for grants/scholarships.</p> <p style="text-align: center;"><b>Complete and turn in all required financial aid documentation to</b> Financial Aid Officer</p>																								
<b>Step 8</b>	<p><b>Turn in all completed documentation to the Career Advisor at the Drumright Campus.</b> Please submit all the information listed below in a sealed envelope with your name and address listed on it.</p> <p><b>Transcripts</b> <b>Documentation of required immunizations (Please keep a copy for your records):</b></p> <p style="padding-left: 40px;"><u>MMR</u> (2 of these)  <span style="padding-left: 80px;"><b>OR</b> positive titer for Measles</span>  <span style="padding-left: 80px;"><b>OR</b> positive titer for Mumps</span>  <span style="padding-left: 80px;"><b>OR</b> positive titer for Rubella</span></p> <p style="padding-left: 40px;"><u>Varicella Immunization</u> (2 of these)  <span style="padding-left: 80px;"><b>OR</b> positive titer for chicken pox</span></p> <p style="padding-left: 40px;"><u>Tdap (Tetanus) vaccination</u> within the last 5 years (2014-2018)</p> <p style="padding-left: 40px;"><u>Hepatitis B series</u> (3 immunizations) <b>MUST have 2 by application deadline</b></p>																								
<b>Step 9</b>	<p><b>NOTIFICATION OF ACCEPTANCE INTO PROGRAM &amp; START DATE:</b> Applicants, whose files were reviewed for program acceptance, will be notified by mail of provisional acceptance approximately one month prior to the start of class. Provisionally accepted students <b>MUST</b> attend a mandatory class orientation prior to the start of class.</p>																								
<b>Step 10</b>	<p><b>TUITION PAYMENT &amp; FINANCIAL AID</b>– Payment arrangements must be made with the Bursar prior to the first day of class. Students must contact the Central Tech Financial Aid Officer prior to the beginning of class to determine if they are eligible for financial aid.</p> <p>Charlotte Gaunt, Bursar, Drumright Campus, 918-352-2551, Ext. 267          Angie Piotrowski, Financial Aid Officer is at:  <span style="padding-left: 40px;"><b>Drumright Campus</b> (MWF) 918-352-2551, Ext. 237 and <b>Sapulpa Campus</b> (TTh) 918-224-9300, Ext. 131</span></p> <p>Apply for federal aid on <a href="http://fafsa.ed.gov">fafsa.ed.gov</a> or visit with Ms. Piotrowski. If qualified, FAFSA pays Pell Grants only. Central Tech does not offer subsidized or unsubsidized loans.</p>																								

**SURGICAL TECHNOLOGY  
EQUIPMENT, FEES AND TUITION COSTS  
2018-2019**

**TUITION:**

Total Program Hours	1200
First Semester 600 Hours	600
Second Semester 600 Hours	600
Tuition Fee per Hour	1.50
<b>Total Tuition In-District</b>	<b>\$1800.00</b>
<b>Total Tuition Out-of-District</b>	<b>\$3600.00</b>

**FEES:**

Student activity fee	\$100.00
Association of Surgical Technicians (AST) dues	\$50.00
Student organization dues (HOSA)	\$17.00
Drug screening (2 drug screens)	\$90.00
Additional Charge for positive test	\$91.00
Hepatitis B vaccine (series of 3 injections)	\$120.00
TB serum	\$10.00
CPR class/card	\$30.00
Background Check: National	\$60.00
Practice Tests (4 tests)	\$160.00
Accident Insurance	\$19.00
Liability Insurance	\$24.00
Licensure Exam Fee	\$285.00
Campus parking sticker	\$1.00
Clinical Affiliation Fee	\$37.00
<b>Fees Subtotal:</b>	<b>\$1094.00</b>

**BOOKS AND RESOURCES:**

Intro to Surgical Technology	\$75.00
Surgical Procedures	\$60.00
Surgical Techniques	\$90.00
Herlihy: The Human Body in Health and Illness	\$50.00
Herlihy: The Human Body in Health and Illness Workbook	\$27.00
Dean Vaughn Medical Terminology Workbook	\$32.00
Taber's 21 <sup>st</sup> Edition Cyclopedia Medical Dictionary	\$47.00
Alexander: Care of the Patient in Surgery	\$107.00
Differentiating Surgical Instruments	\$62.00
Association of Surgical Technologist Study Guide for the Surgical Technology Examination	\$97.00
Appleton and Lange Review for Surg Tech	\$52.00
Prentice Hall Review of Surgical Technology	\$67.00
Fuller Surgical Technology Principles and Practice	\$85.00
Mock Instrument Kit	\$375.00
<b>Books and Resources Subtotal:</b>	<b>\$1226.00</b>

**UNIFORMS:**

(4) Scrub tops	\$112.00
(4) Monogram	\$39.00
(4) Scrub bottoms	\$125.00
(2) Pairs of shoes	\$136.00
<b>Uniform Subtotal:</b>	<b>\$412.00</b>

**CONSUMABLE  
SUPPLIES:**

Gowns	\$160.00
Gloves	\$60.00
Caps	\$110.00
Shoe Covers	\$35.00
Masks	\$35.00
Lap Packs	\$175.00
Scalpels	\$50.00
Syringes	\$50.00
Suture packs	\$75.00
<b>Consumable Supplies Subtotal</b>	<b>\$750.00</b>

**MISCELLANEOUS GRADUATION FEES:** **\$70.00**

**TOTAL PROGRAM COSTS:**

<b>IN-DISTRICT</b>	<b>\$5352.00</b>
<b>OUT-OF-DISTRICT</b>	<b>\$7152.00</b>

**CERTIFICATION:**

Certified Surgical Technologist Exam – Association of Surgical Technologists (included in Fees)	\$285.00
---	----------

# Surgical Technology

## Checklist for Required Documentation

Name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Complete and submit this form with required documentation for enrollment consideration

Items required for acceptance	Dates of completion		Points
High School transcript <b>OR</b>		<b>MUST</b> have <b>one</b> of these	<b>1</b>
GED (equivalent)			
ACT (composite of 19>) <b>OR</b>		<b>MUST</b> have <b>one</b> of these	<b>1</b>
TABE (G.E. 10 reading, and 9 Math)			
12 hours college with 2.5 GPA>			
20 or more college hours or military training		Transcript or DD-214 (honorably discharged)	<b>1</b>
MMR Vaccination #1		<b>MUST</b> have <b>both</b> or Titer	<b>1</b>
MMR Vaccination #2			
Tdap vaccine (booster) after July 2014		<b>MUST</b> have or Titer	<b>1</b>
Varicella #1		<b>MUST</b> have <b>both</b> or Titer	<b>1</b>
Varicella #2			
Hepatitis B Immunization #1		<b>MUST</b> have <b>both</b> or Titer	<b>1</b>
Hepatitis B Immunization #2			
Attend Information session		<b>MUST</b> attend	<b>1</b>
Resume with 3 references		References to include- 1 professional and 2 personal	<b>1</b>
1 year experience in the medical field		Listed on resume	<b>1</b>
Central Tech program completer		1 point = Medical Assisting or Health Careers	<b>1</b>
Central Tech Short Term classes		1 point = Medical Terminology 1 point = Anatomy & Physiology	<b>1</b> <b>1</b>
<b>TOTAL POINTS</b>		<b>13 Points maximum</b>	

