

Health Sciences Division  
Surgical Services Programs



**Application deadline:**  
**Fall Entry is June 30<sup>th</sup> To Sept. 15<sup>th</sup>**  
**Spring Entry is Nov. 15<sup>th</sup> to Jan. 15<sup>th</sup>**  
**Summer Entry is March 15<sup>th</sup> to May 15<sup>th</sup>**  
**Applications can be accepted after the  
deadline provided space is still available.**

## **CST/ TS-C or Military Trained-to Surgical First Assistant Program** (Associate Degree or College Credit Certificate Options)

Thank you for choosing the Surgical First Assistant Program at Gulf Coast State College ("GCSC"). You have **chosen an accredited program with a great pass rate**. 100% pass rate so far for those who are CST students in the CST to CSFA program (Non-experienced to dual certification as a CST/CSFA for the year 2017 was 100% & 94%). There are two options for program completion. You can choose to complete either the College Credit Certificate option with 59 credits, or the Associate in Science degree option with 74 credits. You will need to declare your major when you submit your program application by checking the appropriate line on the form. This is an open enrollment-open exit program.

Students who are military trained and/or maintain a current nationally accredited certification status as a surgical technologist (CST or TS-C) can enter the program via the GCSC Articulation as a 2nd year student. All students are required to complete 8 college credits of *Anatomy and Physiology I and II with labs which can be transferred in or taken at GCSC*. We will work out a specific plan for you based on your transcripts, external credit packet, and/or proof of military training as a surgical technologist ensuring that you take at least 25% of the program at our college as per Florida State law, which includes 15 credits for the College Credit Certificate and 19 credits for the A.S. Degree. (Note, it takes approximately 2 weeks from your transcript request date for them to arrive). The dual (CST/CSFA; TS-C/CSFA) practitioner may receive external credit for both current certifications. You may request a personalized plan based on your college credit transcripts.

While the SFA program is offered online, the onsite lab session, STS2330C, is offered in Fall and Spring of each year. The Fall lab session is the third full week of September (Monday - Wednesday). A weekend Lab is offered Thursday, Friday, and Saturday in the Spring each year, usually the third weekend in January. This class may be optional for those who have extensive experience in surgical assisting already. However, *documentation of experience along with documented validation of all required skills by the surgeon mentor and video will be required to waive the onsite lab session*. This must be submitted prior to the lab session to receive a waiver.

Please read everything in the attached application packet, or visit our website at [www.gulfcoast.edu/surgical-first-assistant](http://www.gulfcoast.edu/surgical-first-assistant) to learn about our program, student responsibilities, and the job classification of Surgical First Assistant. Additional information regarding this career can be found at [www.surgicalassistant.org](http://www.surgicalassistant.org), the official website of the Association of Surgical Assistants. If you decide that Surgical First Assisting is for you, then begin the process by applying to the program and following the attached step-by-step instructions.

If you have any questions or need to schedule an advising appointment, please feel free to e-mail me at [Lmcnaron@gulfcoast.edu](mailto:Lmcnaron@gulfcoast.edu); or call the Health Sciences Advisor, Craig Wise, at (850) 913-3311, or toll free at 1-800-311-3685 ext. 3311. We look forward to working with you.

Sincerely,

Libby McNaron, RN, MSN, CST/CSFA, CNOR, MSHRM, FAST  
Surgical Services Coordinator  
rev. 7/2018

# Surgical First Assistant

## Field Description

A surgical first assistant is an integral part of the surgical team. The team works together in the operating room to ensure the patient receives quality care during a surgical procedure. A surgical first assistant works closely with the surgeon to facilitate the procedure and process of surgery.

Surgical first assistants are expected to prepare and position the patient for surgery, assist in visualization of the operating field, provide hemostasis, harvest surgical grafts, perform closure of incisions, and apply various wound dressings. In addition to these intraoperative duties, surgical first assistants also perform pre- and postoperative activities to facilitate optimal patient care.

Surgical first assistants work under the direct supervision of the surgeon, following facility protocol and policy as well as other laws and regulations.

## Career Opportunities

Graduates of the Surgical First Assistant Program take the first step toward becoming an integral part of the surgical team. Hospitals, outpatient surgery clinics, private practice and other surgical centers are extremely interested in hiring skilled individuals to assist in surgical procedures to promote optimal patient outcomes. There are many areas of surgery that rely on quality assisting. Surgical first assistants learn skills for a variety of surgery specialties:

- Cardiovascular surgery
- General surgery
- Genitourinary surgery
- Head and neck surgery
- Neurosurgery
- Orthopedic surgery
- Plastic surgery
- Robotic surgery
- Spinal surgery
- Thoracic surgery
- Trauma surgery
- Vascular surgery

Advanced surgical first assistants gain respect of peers, become members of various professional organizations and create opportunities within the workforce.

## EARNINGS POTENTIAL

Based on national salary information gathered in 2017 from the Salary Expert, the overall median average salary for a Surgical First Assistant is \$71,288. The average median salary for the CST is approximately \$44,330.

## PROFESSIONAL ORGANIZATIONS

- Association of Surgical Assistants: [www.surgicalassistants.org](http://www.surgicalassistants.org)
- American Board of Surgical Assistants: <https://www.absa.net>
- National Board of Surgical Technology and Surgical Assisting: <http://nbstsa.org>
- National Commission for the Certification of Surgical Assistants: <https://www.nsaa.net/education/examination>
- National Surgical Assistant Association: <https://www.nsaa.net>

## **Gulf Coast State College Consumer Information Notification**

The Higher Education Act (HEA) of 1965 is a federal law which authorizes student aid programs. Reauthorizations of this act prescribe disclosure requirements for institutions wishing to participate in the federal student aid program. As a prospective student or enrolled student of GCSC you have a right to the following consumer and safety information. Paper copies of this information will be provided upon request to the financial aid office. Please call (850) 872-3845 or visit the Financial Aid Office in person if you have any questions.

- General disclosures, including GCSC's report on athletic program participation rates and financial support data, is found at: <http://www.gulfcoast.edu/tuition-aid/financial-aid/consumer-information.html>
- Info on financial aid available to students is found at: <http://www.gulfcoast.edu/tuition-aid/financial-aid>
- GCSC's annual Security Report is found at: <http://www.gulfcoast.edu/campus-life/campus-safety/clery-act.html>
- The Family Educational Rights and Privacy Act is found <http://www.gulfcoast.edu/admissions/ferpa.html>

## **Gainful Employment (GE) Information**

- Link to the Department of Education's Gainful Employment Questions & Answers: <http://ifap.ed.gov/GainfulEmploymentInfo/GEFAQV2.html#Disclosure>
- Link to the GCSC Gainful Employment section of our Consumer Information webpage: <https://www.gulfcoast.edu/tuition-aid/financial-aid/consumer-information.html>
- Link to the general GCSC Gainful Employment webpage, which lists each aid year's GE disclosure: <https://www.gulfcoast.edu/tuition-aid/financial-aid/gainful-employment/index.html>

## **Program specific GCSC Gainful Employment (GE) webpage:**

- Surgical First Assistant Certificate GE Information, click on the specific program Surgical Assistant: <https://www.gulfcoast.edu/ge/sfa>

## **CAAHEP-ARC/STSA STANDARDS**

All programs must publish the approved Outcomes Assessment Exam (OAE) pass-rate from the program's most recently submitted Annual Report. Students take the National Board of Surgical Technologist and Surgical First Assistant Examination to become dually certified as a Certified Surgical Technologist (CST) and Certified Surgical First Assistant (CSFA) which are accredited certifications which are recognized nationally.

Surgical First Assistant School Year	CAAHEP Annual Report Year	Certification Pass Rate	NBSTSA National Average
8/1/2016 - 6/14/2017	(2018 future report)	94%	unknown
8/1/2015 - 7/21/2016	2017	88%	66.2%
8/1/2014 - 7/31/2015	2016	82%	66.7%
8/1/2013 – 7/31/2014	2015	80%	61.6%

Surgical Technology Dual Examination School Year	CAAHEP Annual Report Year	Certification Pass Rate	NBSTSA National Average
8/1/2016 - 6/14/2017	(2018 future report)	100%	unknown
8/1/2015 - 7/21/2016	2017	86.7%	69.8% (76.9%/web)
8/1/2014 - 7/31/2015	2016	94.4%	70%
8/1/2013 - 7/31/2014	2015	87.5%	69.8%
8/1/2012 – 7/31/2013	2014	94.1%	69.8%

# Certified ST to CSFA Frequently Asked Questions

## 1. Question: How do I get my clinical cases?

- Easy, you have several options. Request a Planning Guide to help you prepare.

Examples:

- a. SURGEON MENTOR: Agrees to mentor you, sponsors you for privileges at the hospital(s) he works at and arrange your cases and hours with him.
- b. O.R. MANAGER: Obtain the hospital's approval, support, and the contact name for an Affiliation Agreement between GCSC and your hospital (*hospital administration works this out with GCSC personnel for an affiliation agreement*).
- c. HOSPITAL JOB DESCRIPTION: Have your hospital's support; a job description in your file that allows you to do these cases as part of your job.
- d. GCSC: Come stay on the beach for 3 - 5 months and complete your cases in the wonderful sunshine.

## 2. How many specialties are required to complete the clinical cases?

- A minimum of 3; General Surgery, and then two other specialties. Typically, you need 3 Mentors minimum.
- If you already work with a surgeon, you can do a majority with that specialty surgeon.

## 3. Question: Is it all online?

Yes, with the exception of a Lab session for the course STS2330C, which provides hands-on instruction regarding your suturing and other skills for assisting. This is offered during the 3rd full week of September (Mon. - Wed.) or during the 3<sup>rd</sup> Weekend of January (Thurs. – Sat.). See email for definite dates each year. If you want to start prior to Fall, you will begin the other classes necessary to prepare for the exams.

- a. The lab class may be optional for those who have extensive documented experience as a surgical assistant already. However, documentation of experience along with documented validation of all required skills by the surgeon mentor via video and written evaluations will be required prior to 2 weeks prior to the scheduled dates of the lab session to waive the onsite lab session.
- b. You can transfer in previous prerequisite anatomy and physiology courses provided that you earned a total of 8 college credits from an accredited institution that included a hands-on lab segment. Otherwise, you can complete your A&P with Labs (8 college credits) at your local college and transfer the credits to GCSC, complete them at your local college as a GCSC Transient student or complete them at GCSC (labs offered once a month on a Saturday/Web E-learning class for theory).
- c. We will work out a specific plan for you ensuring that you take at least *25% of the program at our college, which is 15 credits for the College Credit Certificate and 19 credits for the A.S. Degree*. All others for the A.S. Degree can be previous courses taken that are transferred in or taken locally at a regionally/nationally accredited institution and then transferred to GCSC. *You will need to verify that your institution is accredited and acceptable for transfer through our Enrollment Services Office.*

## 4. How do I get experience when I graduate?

- a. Work for a hospital or surgery center that hires CST/CSFA or TS-C/CSFA trained staff.
- b. Contact "surgical assisting" groups to see if you want to join their practice.
- c. Relationships, it's all about relationships. Look for a job as a SFA...but take a job as a CST or TS-C in a location you want to work. Build those relationships. Check out the doctors. Find out their habits. Is their technique good? Do you mesh well personality-wise with them?
- d. Know your options for billing. Contact billing companies.







# Student Checklist

## Surgical First Assistant

### Applicant Responsibilities



#### Apply to the College

\_\_\_\_ Step 1. **New students should apply for General Admission to GCSC.** Applications are available online at: <https://www.gulfcoast.edu/apply> (transfer student or returning student).

➤ **Returning students who have not attended GCSC in the last year must also re-apply for admission.**

*"While working on admission to this program, you may choose the Associate of Arts as your major only if you intend to complete that separate degree either before or after this limited access program. To request a major change, visit: <https://www.gulfcoast.edu/admissions/documents/program-change-form.pdf>. Students declaring an unintended major for the sole purpose of receiving financial aid, may be subject to penalties including repayment of any financial aid received."*

Students already enrolled at GCSC can **change their Major Code** at the Enrollment Services Office; complete the Program Change Form and either fax or mail it with a photo I.D., or return the form, in person, to the Enrollment Services Office.

\_\_\_\_ Step 2. **New students must pay the \$20 non-refundable college application fee online <https://mygcsc.gulfcoast.edu>**, at the Bookstore, or at the GCSC Business Office (in person or by phone 1-850-769-1551, ext. 3879). **If this is not paid, you cannot register for courses.**

\_\_\_\_ Step 3. **New "first time" GCSC students who have never enrolled in a college must attend a free online **College Orientation**** which must be completed prior to course registration, otherwise a "hold" will be placed on the student's account. Follow registration steps via the GCSC website for free online college orientation at: <http://www.gulfcoast.edu/students/orientation.htm?College=158>.

**Note: Students with transfer credits or degrees do not have to complete Step 3.**

\_\_\_\_ Step 4. **Request OFFICIAL high school transcripts, or GED equivalent with scores, and have them mailed to Enrollment Services Office of GCSC.** Evidence of high school graduation date must be on file to register for your second semester and exit the program successfully. Forms are available in the Enrollment Services Office, online, or at the end of this application packet.

\_\_\_\_ Step 5. **Request OFFICIAL transcripts from all colleges attended, and have them mailed to the Enrollment Services Office of GCSC from all schools and colleges attended.** Form is available at the end of this application packet. Grade point average (GPA) of 2.0 or greater (on a 4.0 system) is required for all school, college, and/or university coursework attempted. A GPA less than 2.0 may be acceptable, but the student will be admitted on probation. Higher grade point averages will be given greater consideration in selection process.

**NOTE:** Unofficial or copies of transcripts cannot be used by the program to award official credit. If you want consideration for course substitutions or external credit, you must request an official evaluation of your credits, exams, or experience by contacting the Enrollment Services Office. **Transfer of Credit can only be completed after the official transcripts are received from your former college registrar's office to the GCSC registrar's office.** I cannot accept any transcripts. You can send me an unofficial copy to do your preliminary plan...but it will not be final until the registrar has approved all possible credit transfers or substitutions.

**NOTE:** When applying to the program, if you have any type of degree including a Bachelor's Degree or higher, any course substitutions must be made on an External Credit Evaluation form. You must request this analysis of your transcripts with the Enrollment Services Office; call Merissa Hudson, 850-769-1551 ext. 4888.

**NOTE:** In order to transfer, the college or university must be accredited by a regional or nationally accepted accreditation program as approved by GCSC policies as outlined by Florida State Department of Education and SACS/ CAAHEP (Accreditation Standards). Please verify that the course(s) you will be taking from other institutions (an accredited institution) qualify for transfer prior to enrollment in that course.

\_\_\_\_ Step 6. Of those applicants who do not have transferable degrees or college credits, you **may be required to take the PERT college placement tests (Post-Secondary Education Readiness Tests), prior to entry**, and achieve the minimum PERT scores of Reading 106; Writing 103; Math 114; to meet the basic entry skills requirements for the general education college course/A.S. Degree. Those not achieving the minimum recommended entry scores may still apply and be considered for admission on probation.

- **Students may be exempt from taking the entrance exams, or college orientation, if they have attended college level courses, have an Associate Degree or higher, or have taken ENC-1101.**
- **For those REQUIRED TO TAKE the College Placement Exam:** The PERT entrance tests can be taken at any Florida educational facility or college, and scores transferred to GCSC. To hear testing schedules call (850) 769-1551, ext. 2899. Contact the GCSC Testing Office with test questions, verify equivalent tests, and transfer directions. If you are out of state, your testing center at the nearest higher education school/college/university will contact our testing center to determine test to be administered.
- If you wish to study prior to taking the exams, you may go online to take free practice tests, obtain a free study guide copy and/or purchase a study guide (for reading, writing, and math) online or at a commercial bookstore.
- If you are having scores transferred, they must be officially transferred **from their testing center to our testing center** so they can be entered into your record. The phone number for the GCSC Testing Center is (850) 769-1551, ext. 3856, or ext. 3533.
- The scores are considered in the admission criteria index scores if the number of applicants exceeds the number of open positions in the class.

\_\_\_ Step 7. **Begin Financial Aid** and seek assistance, as needed. Visit the GCSC website at <https://www.gulfcoast.edu/tuition-aid/financial-aid>

### **Apply to the Surgical Assistant Program**

**You may submit your application, external packet and enroll in any general education classes while completing or requesting transfer of the required transferable 8 accredited college credits of Anatomy and Physiology I and II with Labs** (minimum C grade required). *If you have already taken an accredited college level Anatomy & Physiology I and II with Labs (8 college credits), a request for transfer must be completed and the transcripts analyzed. Registration can be completed using a copy of your transcripts faxed/mailed to the program coordinator [Lmcnaron@gulfcoast.edu](mailto:Lmcnaron@gulfcoast.edu).*

\_\_\_ Step 8. **Submit Surgical First Assistant application Forms #1 - #5 together** in person, by mail to GCSC Health Sciences; attn. Craig Wise, 5230 W. U.S. Highway 98, Panama City, Florida 32401; or by fax to (850) 747-3246, attn. Craig Wise, or email a copy to [Lmcnaron@gulfcoast.edu](mailto:Lmcnaron@gulfcoast.edu) and include:

- \_\_\_ **1. Completed Program Application Form (enclosed in packet) – Keep a copy for yourself.**
- \_\_\_ **2. Attach a color photograph (head and shoulder shot minimum)** *Passport size from printer, Walgreen's, etc.*
- \_\_\_ **3. Signed Duties Acknowledgement Form (enclosed) – Keep a copy for yourself.**
- \_\_\_ **4. Completed Student Planning Guide (enclosed)- Keep a copy for yourself.**
- \_\_\_ **5. Submit proof of age** - *copy of Driver's License or personal ID required (we can make a copy for you)*
- \_\_\_ **6. Submit 2 Personal Reference forms** (enclosed). References can be from a pastor, family friends, former teachers, or current/past employers. Be sure to sign the top section giving them permission to fill out the form. **(Keep a copy to be uploaded to CastleBranch, Original is mailed or dropped off.)**
- \_\_\_ **7. Submit copy of current CPR certification card and maintain certification throughout the entire program.** Acceptable card must be from an American Heart Association **BLS Healthcare Provider course.**
- \_\_\_ **8. Proof of current certification as a CST/TS-C and college transcripts must be submitted** with the external portfolio packet for external credit and/or course substitutions completed. *Your student folder must be complete and registration in STS2365, STS2943C and STS2950 for external credit to be awarded.*

### **Advising With Program Coordinator**

\_\_\_ Step 9. **Once you have sent in your packet, your file will be initiated and the Program Coordinator, Libby McNaron, will contact you for advising by e-mail. (Submit a frequently checked e-mail address.)**

\_\_\_ Step 10. **For transfer credit for those with a B.S. degree or higher, you must request a Transcript Analysis by contacting Enrollment Services at (850) 769-1551, ext. 4888. Libby McNaron, [Lmcnaron@gulfcoast.edu](mailto:Lmcnaron@gulfcoast.edu), will evaluate transcripts for possible course substitution, and/or enrollment.** (See the attached Master Schedule for the CST/ST-C student.) **For those with an Associate's Degree or some transfer college credits, the courses will automatically be reviewed for transfer and entered into your GCSC transcript.**

\_\_\_\_ Step 11. **Complete the Conditional Acceptance Packet and Clinical Planning Packet. If it is determined that you must have a CastleBranch Account for your files, you will need to upload all of the following to the account.**

**Complete the below forms found in the Conditional Acceptance Packet:**

\_\_\_\_ **Latex Allergy Assessment Form completed.** *If allergic to latex*, you will need clearance from your physician to attend the Program.

\_\_\_\_ **Completed and submitted Admission Career and Advising Form** (obtain from Coordinator).

\_\_\_\_ **Complete the Clinical Planning Packet**

\_\_\_\_ Meet with your manager or hospital administration regarding the facility you want to use. Provide a copy of the introductory letter to them. Complete the form and submit so we can begin to plan for clinical site.

\_\_\_\_ Meet with your physician(s) and/or their office manager to complete the forms for surgeon mentor. Submit a minimum of three (1 general surgery and 2 other specialties). **You may have more, but you must have a signed form from every surgeon completes a counted case with you.** You should submit a minimum of one now, but will submit all others prior to or on the first day your work with that physician at the approved facility.

\_\_\_\_ Submit proof of CSFA Liability Insurance since you already work as a certified surgical technologist.

\_\_\_\_ **Completed Clinical Clearance Form OR complete the following items following the Castle Branch Directions in the Conditional Acceptance Packet prior to beginning STS2370C:**

\_\_\_\_ A *current* GCSC Physical Examination form, with satisfactory results, signed by a healthcare provider. Physical examination is good for the length of the program (CST/TS-C to CSFA).

\_\_\_\_ Mandatory PPD, TB skin test, TB blood test, or current chest x-ray report less than a 1 yr. old with a TB Screening Form (obtain from Coordinator). This is a yearly requirement.

\_\_\_\_ GCSC Immunizations Form completed and signed by a healthcare provider.

\_\_\_\_ Satisfactory background check, at student's expense.

\_\_\_\_ A chain-of-custody 10-panel urine drug screen, at student's expense, is required by affiliating clinical agencies for clinical clearance.

\_\_\_\_ **Completed**

\_\_\_\_ Affiliation Agreement with facility, and a copy of job CSFA Job Duties memorandum that specify the SFA advanced job skills as part of your duties under the direction of the supervising mentor.

## Starting Courses

\_\_\_\_ Step 12. **Pay for the courses that you're registered in.** You can pay online through <https://mygcsc.gulfcoast.edu> at the Lighthouse website [www.gulfcoast.edu/tuition-aid/tuition-fees](http://www.gulfcoast.edu/tuition-aid/tuition-fees), or the GCSC Business Office to pay in person, or at (850) 873- 3534 (in person or by phone (850) 769-1551 ext. 3879) to pay with a credit card. **Fees not paid by due date will result in being dropped from class;** then, if this happens, go to Enrollment Services Office to re-register immediately and pay for courses *the same day*, or arrange financial aid. If you enroll after the Semester starts, you **MUST** pay the same day you are registered.

\_\_\_\_ Step 13. **Go to <https://mygcsc.gulfcoast.edu> and select Log-in from the main menus to enter "CANVAS".** Follow directions to log-in. CANVAS will be available the day after classes start for the semester, or as notified by the Instructor usually by Wednesday of the semester. Select the course, then go to the Modules TAB at the left hand side, choose the Introduction Folder, and print the syllabus and follow the directions. Explore all items in this folder before progressing to the first assignment.

\_\_\_\_ Step 14. **Student will contact Instructor within CANVAS for an Orientation phone call or online Orientation session.** This Orientation meeting will provide information on what to expect during the course, and what the Instructor expects from the student. For any questions, you may call (850) 873-3551.

**Application deadlines For Each Term:**

**Fall Entry is June 30<sup>th</sup> To Sept. 15<sup>th</sup>**

**Spring Entry is Nov. 15<sup>th</sup> to Jan. 15<sup>th</sup>**

**Summer Entry is March 15<sup>th</sup> to May 15<sup>th</sup>**

**Applications can be accepted after the deadline provided space is still available.**

**Note: The Date of submission is considered in class selection when the number of applications received exceeds the number of applications.**



## **CRIMINAL BACKGROUND CHECKS**

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. Information and instructions on how to complete the background check will be sent by the program coordinator.

Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access. It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check.

An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website ([www.doh.state.fl.us/](http://www.doh.state.fl.us/)) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

### **Please read the following information carefully:**

Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations. The statute can be found online at:

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0400-0499/0456/Sections/0456.0635.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html)

### **456.0635 Health care fraud; disqualification for license, certificate, or registration.**

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
  - (a) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
    1. For felonies of the first or second degree, more than 15 years before the date of application.
    2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. [893.13\(6\)\(a\)](#).
    3. For felonies of the third degree under s. [893.13\(6\)\(a\)](#), more than 5 years before the date of application;
  - (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
  - (c) Has been terminated for cause from the Florida Medicaid program pursuant to s. [409.913](#), unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
  - (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
  - (e) Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.







# Student Planning Guide

**Please complete, in full, and submit this form with your application packet.** As an Instructor, I want to be sure that you have been fully informed and understand the career field that you have chosen, so that you can be successful in the completion of this program. If you have any difficulty completing this form, **you can find the answers in the application packet.** For further information, go to either our website or the professional organizations [www.surgicalassistants.org](http://www.surgicalassistants.org) or [www.absa.net](http://www.absa.net) . If you still have questions, e-mail [Lmcnaron@gulfcoast.edu](mailto:Lmcnaron@gulfcoast.edu) , or call Libby McNaron at (850) 873-3551 for assistance.

1. Describe what you can expect to earn as a Surgical First Assistant.

Per Hour \_\_\_\_\_ Per Year \_\_\_\_\_ Call pay if hospital setting? \_\_\_\_\_  
 In Florida or locally? Do you want to travel? What about other areas of the country?

2. Why do you want to enroll in this program? Have an A.S. Degree?

3. Why do you want to be a Surgical First Assistant? Have an A.S. Degree?

4. What are my goals? 2 years from now: \_\_\_\_\_  
 10 years from now: \_\_\_\_\_

5. **BE SURE YOU HAVE THE TIME:** Our goal is to help you plan for all of the things you will need to be successful. For information, go online to the Surgical First Assistant website, or e-mail us for the steps to apply for financial aid. You do need to plan for these resources to be successful with as little stress as possible. Do I have the Following?

Family support:

Transportation:

Tuition:

Living expenses/ Bill management:

Computer resources for online segments:

Time PER DAY: Management of time, We have filled in the time we know that you need to be successful.

	Low -High
Homework	<u>2 - 3</u> hours
Class	<u>4 - 8</u> hours
Sleep	<u>6 - 8</u> hours
Exercise/Time for Self	<u>½ - 1</u> hours
Work	_____ hours
Family Time	_____ hours
Eating	_____ hours
Bathing	_____ hours
Traveling to and from school	_____ hours
Responsibilities (work/chores/bills)	_____ hours
<i>Total Time</i>	<u>24</u> hours

What will be your time challenge?

  
  

How will you manage it?

# Surgical First Assistant Duties Acknowledgement Form



## Duties and Responsibilities

This program prepares students to sit for dual certification examinations as a surgical technologist and surgical first assistant. Students may be employed as a surgical technologist and as a surgical first assistant. A surgical first assistant is a healthcare professional whose primary responsibility is to maintain the sterile field, understand the procedure being performed, anticipate the needs of the surgeon, maintain a current knowledge base, maintain quality patient care during the operative procedure, and maintain constant vigilance regarding the adherence of aseptic technique by all members of the surgical team. They handle the instruments, supplies, and equipment necessary before, during, and after the surgical procedure. In addition to the technical aspects of the profession, the First Assistant must always be aware of the patient's condition and needs.

## Special Qualifications

In addition to minimum requirements for Reading, Language and Math, the student must unassisted:

1. Demonstrate ability to comprehend and interpret written material; be able to make appropriate judgment decisions.
2. Follow written and oral/verbal instructions in English. Possess short-term and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies; performing anticipation skills during the operation.
3. Synthesize information from written material and apply the knowledge to various situations.
4. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.

## Psychomotor Qualifications

1. Vision – normal, corrected. Demonstrate sufficient visual ability enough to load a fine (10-0) suture onto needles and needle holders, with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
2. Hearing – normal, corrected, or aid able. Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet. Hear activation/warning signals on equipment.
3. Smell – able to detect odors sufficient to maintain environmental safety and patient needs.
4. Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.

## Physical Qualifications

1. Able to stand, bend, stoop, and/or sit for long periods of time in one location, as much as 8-10 hours in rare circumstances, with minimum/no breaks.
2. Able to lift a minimum of 20-25 pounds. Able to push/pull equipment weighing up to approximately 40 pounds for up to 20% of work time.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ability to walk or stand up for up to 80% of the work time.
5. Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices if called upon.
6. Successfully complete a CPR certification course. Acceptable cards are the American Heart Association **BLS Provider**, American Red Cross for **Professional Rescuer**, or American Safety and Health Institute **CPR-Pro**.

## Environment

1. Position involves exposures to blood and body fluids, and all areas of patient care.
2. Also exposed to cool temperatures, hazardous equipment, fumes/odors and noise.

## Communication Qualifications

1. The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions.
2. Demonstrate calm and effective responses, especially in emergency situations.
3. Knowledge of basic written, grammar, and spelling skills.
4. Ability to communicate and understand fluent English both verbally and in writing.

I have read the above and feel that it is within my ability to carry out the duties, responsibilities, and qualifications of a Surgical First Assistant. I do \_\_\_\_\_ do not \_\_\_\_\_ (check one) have any problem in meeting the above technical requirements. In the event that I am selected for the program, I understand that a TB skin test must be completed or CXR done and results submitted; a Medical Examination form from a personal physician (Health Status) and a completed/updated Immunization form must be submitted.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Sign and attach this form to the application submitted to the Health Sciences Division.**

**Surgical First Assistant - CST/TS-C Applicant – College Credit Certificate (CCC) Schedule**

Recommended Plan of Study	Course Number	Course Name	College Credits Completed	Clock Hours	College Credits	Semester-Sequence	Class 15/1	Lab 40/1	Clinical 80/1
Required	BSC2085	Anatomy - Physiology I		45	3	*Transfer or GCSC Transient	45		
	BSC2085L	Anatomy - Physiology I Lab		30	1		30		
Required	BSC2086	Anatomy - Physiology II		45	3		45		
	BSC2086L	Anatomy - Physiology II Lab		30	1		30		
<b>Total A&amp;P Classes – Required both options</b>				150	8		90	60	
Required	STS1340C	Pharmacology and Anesthesia		60	3	Open Entry – Open Exit	45	15	
Required	STS2361	Art of Teamwork		15	1	Open Entry – Open Exit	15		
Required	STS2365 or STS2366C	Prof Skills (CCC)		15	1	Open Entry – Open Exit	15		
*External Credit Packet	*STS2954	ST Portfolio II * Up to a maximum of 45 External Credits.		15	1 + ___	Open Entry – Open Exit	15		
Required: *Same Semester	*STS2330C	Principles of Surgical Assisting (See Email for Exact dates for the Lab Sessions January or September.)		65	2	Open Entry – Open Exit	30	35	
Required: *Same Semester	*STS2370C	Surgical Assisting Clinical		350	3	Open Entry – Open Exit	10		340
Required: *Same Semester	*STS2950	Surgical Assisting Portfolio		15	1	Open Entry – Open Exit	15		
Required	STS2335	Advanced Integrated Surgical Sciences		30	2	Open Entry – Open Exit	30		
Required	STS2336	Advanced Surgical Procedures for the SA		30	2	Open Entry – Open Exit	30		
LAST CLASS	STS2936	Surgical Certification Symposium		15	1	Open Entry – Open Exit	15		
*Must be taken together; register for all at same time. Total Core SFA Classes				610	17 + ___ = 51	CORE ONLY	220	50	340
Total Credits must be taken for CCC for the CST to Graduate. Note External Credit Packet will add any remaining credits to = 59 credits.				760	25 Min.	*A&P with Core	310	110	340
25% must be taken @GCSC to graduate as per State Law – Minimum CCC- 15 credits; AS Degree 19 credits. For Additional Credits – See your individualized plan.					0-12 credits	Academic Plan			

**Surgical First Assistant - Applicant - A.S. Degree (SFA2-AS) Additional Requirements**

A.S. Degree Courses	Course Number	Course Name	College Credits	Clock Hours	College Credits	Semester-Sequence	Class 15/1	Lab 55/1	Clinical 80/1
A.S. Degree prior to, with low credit semesters, or after SFA completion	ENC1101	English Composition I		45	3	A.S. Degree	45		
	PSY2012 or SYG2000	Psychology OR Sociology		45	3	A.S. Degree	45		
		Humanities (Prefer Biomedical Ethics)		45	3	A.S. Degree	45		
		Mathematics (MAC, MGF or STA)		45	3	A.S. Degree	45		
Required for AS Degree	STS2366C <small>Delete STS2365 above if you take this course.</small>	SA Professional Skills (Highly Recommended for Certificate)		120	3	Open Entry – Open Exit	30	30*ASA ADV. Workshop Certificate or On-Site	60 *Clin or Sim Lab
<b>TOTAL Additional A.S. Degree Courses</b>				300	15		210	30	60
Total AS Degree Credits At GCSC. External Packet will add any remaining credits to Total the 74 credits required to graduate.					3+ ___ Varies with *Transfer				

Articulation for the CST/TS-C to CSFA or CST/CSFA to A.S. Degree Student: All students must demonstrate proof of 8 college credits of Anatomy and Physiology with labs either through transfer credits or course completion. Students who are military trained or maintain a nationally accredited certification as a surgical technologist (CST, TS-C) can enter the SFA program via this GCSC Articulation as a second year student. Up to 45 college credits may be awarded by submission of their portfolio and validated proof of a nationally accredited and current certification as a surgical technologist (CST/TS-C) and/or military proof of surgical technology training. For the CST/CSFA or TS-C/CSFA student, up to 45 credits may be awarded by external credit and/or course substitution. Note: As per Florida law, to graduate from a Florida college, the student must complete 25% of the credits required for the degree or certificate. The student will have to take a minimum of 15 credits from GCSC to graduate from GCSC with the College Credit Certificate (CCC). As required by the State of Florida, to graduate from the SFA2-AS Degree, the student will have to take a minimum of 18.5 or 19 credits at GCSC to graduate with an SFA2-AS Degree. Degree plans will be developed with the student based on transfer credit, the CSFA curriculum and the needs of the student.



## Fee Schedule \*\*

### Surgical First Assistant, CST/TS-C Applicant, College Credit Certificate

<b>CCC PROGRAM:</b>	<u><b>In-State</b></u>	<u><b>Out-of-State</b></u>
<b><u>ENROLLMENT FEES</u></b>		
PERT Examination (if needed)	\$ 5.00	\$ 5.00
GCSC - application fee (new students)	\$ 20.00	\$ 20.00
Criminal Background check (as required)	\$ 85.00	\$ 85.00
Drug Screen (as required)	\$ 33.00	\$ 33.00
<b><u>TEXTBOOK FEES</u></b>		
Textbooks, list provided (approx.)		
Required texts	\$ 1,000.00	\$ 1,000.00
Optional texts		
<b><u>ASSOCIATION DUES</u></b>		
Association Surgical First Assistant Student Fee	\$ 45.00	\$ 45.00
<b><u>TUITION FEES - CCC</u> (See current College Catalog)</b>		
* 15 minimum credits as per plan (previous page) 15 credits	\$ 1,481.25 or	\$ 5,395.65 or
20 credits as per plan (previous page) 20 Max Credits	\$ 1,975.00	\$ 7,194.20
Cost Per Credit (In-State \$98.75; Out-of-State \$359.71)		
<b><u>LAB FEES</u> (includes student insurance)</b>		
STS2330C Principles Surg Assist Lab	\$ 265.00	\$ 265.00
STS2370C Surg. Assisting Clinical (Includes Exam)	\$ 160.00	\$ 160.00
<b>**Total Fees SFA-CCC (approx.): Minimum Cost</b>	<b>\$ 3,094.25</b>	<b>\$ 7,008.65</b>
<b>Or</b>		
<b>**Total Fees SFA-CCC (approx.): Maximum Cost</b>	<b>\$ 3,588.25</b>	<b>\$ 8,807.20 CCC</b>

#### **A.S. DEGREE PROGRAM-ADDITIONAL COSTS:**

*(Note: Can be transferred in provided you have taken a minimum of 19 credits at GCSC.)*

#### **TUITION FEES - A.S. Degree** (See current College Catalog.)

Other/General Education (additional 14 college credits)	\$ 1,382.50	\$ 5,035.94
Cost Per Credit Hour (In-State \$98.75; Out-of-State \$359.71)		

**Total Program Fees: A.S. Degree plus CCC (approx.):**    **\$ 4,476.75**                      **\$ 13,843.14 AS Degree**

<b>Tuition and Lab Fees Only for CCC-SFA 15 Credits:</b>	<b>\$1,907.00</b>	<b>\$ 5,813.00</b>
<b>20 Credits:</b>	<b>\$2,400.00</b>	<b>\$ 7,619.20</b>

\*\* Current fee schedule includes approximate fees for the entire program. Fees are subject to change without notice. See current information available in the Enrollment Services Office.

Anyone requiring financial aid must initiate arrangements with the Financial Aid office; see Financial Aid Guide in this packet. Follow the steps in order. Refund policy is outlined in the current GCSC catalog. The certification examination application will be completed as part of the required graduation exercises. Any additional expenses such as scrubs or lab coats, etc. may also be needed depending on your clinical arrangements. Used or a previous edition textbook will be acceptable.

**Note: Core classes are offered each semester.  
Students may begin A.S. degree classes or A&P classes any Semester or Mini-Semester of the year.**

# Surgical First Assistant Program

## **SURGICAL FIRST ASSISTANT**

Surgical First Assistant is a rewarding career opportunity. In this program of study, students are taught the technical skills necessary to become employed as a Surgical First Assistant.

Surgical First Assistants are allied health professionals who are an integral part of the team of medical practitioners providing surgical care in a variety of settings. This individual works under the supervision of a surgeon to facilitate the safe and effective conduct of invasive surgical procedures. A surgical first assistant possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Surgical First Assistants have the primary responsibility for maintaining the sterile field, understanding the procedure being performed, anticipating the needs of the surgeon, maintaining knowledge base, maintaining quality patient care during the operative procedure, and being constantly vigilant that all members of the team adhere to aseptic technique. They handle the instruments, supplies, and equipment necessary during the surgical procedure.

## **CAREER OUTLOOK AND OPPORTUNITIES**

Career possibilities include being a Staff First Assistant in the Operating Room, Labor and Delivery, Outpatient Surgery, for a physician, or self-employed. Other opportunities include becoming a chief technologist, central sterile manager, materials manager, surgery scheduler, clinical preceptor, or educator. Associated careers include medical sales representatives, office manager, tissue/organ procurement and transplantation technician, research or veterinary assistant, or becoming a laser or endoscopic technician. The Surgical First Assistant may choose to pursue a college education to become a physician assistant or surgeon. Other doors may be opened in the health care field as outlined in brochures by the Association of Surgical First Assistants.

## **ACCREDITATIONS**

The **Surgical First Assistant** program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Accreditation Review Council of Education of Surgical Technology and Surgical Assisting.

**Commission on Accreditation of Allied Health Education Programs**

**25400 US Highway 19 N., Suite 158**

**Clearwater, FL 33763**

**727-210-2350**

**[www.caahep.org](http://www.caahep.org)**

The college is also accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097; phone 1-404-679-4500; fax 1-404-679-4558.

## **AFFILIATIONS**

Gulf Coast State College is affiliated with Bay Medical Sacred Heart, Gulf Coast Regional Medical Center, Northwest Florida Surgery Center, Panama City Surgery Center, Panama City Plastic Surgery, and Gulf Coast Facial Plastics & ENT in Panama City, Florida. Also with Plastic Surgery Institute and Spa (Lynn Haven), Jackson Hospital (Marianna), Northwest Florida Community Hospital (Chipley), Doctor's Memorial Hospital (Bonifay), Fort Walton Beach Medical Center (Fort Walton Beach), Southeast Alabama Medical Center (Dothan), Capital Regional Medical Center (Tallahassee), and Sacred Heart Health System Pensacola which includes Pensacola, Sacred Heart Hospital on the Gulf (Port St. Joe), Twin Cities (Niceville), and the Sacred Heart Hospital on the Emerald Coast (Destin).

\*\*\*Facilities may be added or deleted on the needs of the program and affiliates. Affiliation agreement(s) are necessary for you to complete the clinical components of the program. We will need the education department and/or manager contact information as soon as possible to initiate an affiliation agreement with your facility.

## **PROFESSIONAL ASSOCIATION INFORMATION**

Association of Surgical Assisting

Website: [www.surgicalassistant.org](http://www.surgicalassistant.org)

Benefits include:

- Semi-Annual workshops with education in March and October each year
- Monthly AST journal with contact hours to maintain certification
- Sets certification requirements, provides continuing education contact hours, tracks member contact hours, and organizes State Assembly Committees to lobby for Surgical First Assistants

## **STUDENT TIME COMMITMENT**

This course is approximately 9 months of intense study and requires many hours of homework and exam practice to be successful. Students should plan to be online via computer, reading/studying, a minimum of the **2- 3 hours per night**. Additional practice suturing time may be necessary to master specific skills such as knot tying, suturing and other advanced skills. The amount of preparation time and homework varies according to the needs of the individual but is **usually a minimum of 2-3 hours every day Monday through Friday (or the weekend) for the average student.**

For the CST/ST-C, self-directed study computerized assignments are necessary requiring that you be dedicated and on time with course submissions. We look forward to helping you along this path of discovery to a new successful career. A home computer with the capability to complete and/or read Word (.doc) and Adobe (.pdf) documents, download, scan and e-mail is essential to your success. Rule of thumb...you should complete at least one practice quiz/exam and one written assignment every week (quizzes) and your clinical paperwork every day.

## **CASE REQUIREMENTS**

As of April, 2015, graduation requirements will include completion of a minimum of 140 procedures as follows.

140 cases must be performed with student in the "Surgical Assistant" role, as outlined in the 3rd Edition of the 2013 Core Curriculum for the ASA. The cases can be completed as follows.

1. **Cases counted must be identified as requiring a SA via Concensus survey by surgeons (2013 Physicians as Assistants at Surgery 2013 Survey List) as requiring an assistant either Almost Always or Sometimes.** (A copy is available in the first STS2330L Lab course and both clinical courses STS 2371 and STS 2370 Resource Folder.)
2. **A Minimum of 20 General Surgery cases.**
3. **A minimum of 20 Surgical Specialty cases in two different specialties.** Two surgical specialties are chosen by the student and completed in each surgical specialty below.

**Example:**

- a. The student chooses to complete 20 cases in orthopedic surgery.
  - b. The student chooses to complete 20 cases in OB-GYN.
4. Student can complete the remaining 80 cases in any combination of specialties.

**Specialty Areas:**

Cardiovascular	Peripheral Vascular	Thoracic Surgery	Orthopedic	Neurosurgery
OB-GYN	Urology	Plastic Surgery	General Surgery	Endo-surgery
Ophthalmology	Otorhinolaryngology	Oral/Maxillofacial	Pediatrics	Oncology



**APPLICATION INSTRUCTIONS FOR GCSC**  
**Enrollment Services Office**  
**Gulf Coast State College**  
**5230 West U.S. Highway 98**  
**Panama City, Florida 32401**  
**(850) 872-3892**

## **HOW TO APPLY TO THE COLLEGE ONLINE**

1. Go to [www.gulfcoast.edu/admissions/](http://www.gulfcoast.edu/admissions/). Scroll down to bottom of that page.
2. Select the “**First time user account creation**” at bottom of screen.
3. Create your login ID; for example, your first initial and last name. Create a pin number and re-enter it.
4. Select the Application Type link for your admissions application. (“Transfer” if you have ever had any college courses; “Returning” if you have ever taken any college credit courses at GCSC; “First Time in College” if you have never been to college before.)

Be sure to select the correct **term of entry**, or else you will not be able to register without going through the Enrollment Services Office. Always select the current term (example: Fall 2017, for August 2017). Complete the online college application by clicking on each section until all sections are completed, and select **your program of study**.

5. Once you have paid the \$20 non-refundable *college* application fee, it usually takes 48 hours to process the online application and enter it into our system. **You cannot register for any pre-requisite classes until the college application fee is paid.**
  - Returning students who have not attended GCSC in 1 year or more must also pay a \$10 non-refundable college application fee online.
6. Submit a completed program application found in the program application packet.
7. When your college application has been processed you are ready to access the Lighthouse database. You will need to know your student ID-number and your DOB (MM/DD/YY) to initially login into Lighthouse.
  - Your Lighthouse user ID-number is the same as your student ID-number. Your acceptance letter to the college will prominently list your student ID-number.
8. You can access Lighthouse:
  - a. to register for classes
  - b. to pay registration fees for classes
  - c. to check grades
  - d. to upgrade your personal information
  - e. to confirm your GCSC e-mail address
9. To register for certain classes, testing must be completed and your \$20 non-refundable college application fee paid. Be sure to take the PERT or CPT exams as indicated in the Program application.
10. Request copies of your transcripts from **all** high schools and all colleges attended. If you completed the GED, there is a request form located on the Admissions website or in your program application packet.
11. For questions about applying for admission or checking the status of your application, contact the Enrollment Services Office at (850) 872-3892.

# Request for Official Florida GED Diploma and/or Transcript

PLEASE READ THIS SECTION CAREFULLY BEFORE COMPLETING YOUR REQUEST FORM.

Do not use this form to request a diploma or transcript if you earned a GED from another state. The following items must accompany this request form. Failure to include these items may result in your request being returned.

1. Mail **\$6** for **each** transcript or diploma.
2. An appropriate sized **envelope addressed to where you want us to mail** the document:  
A **diploma** (certificate) requires **\$1.22 cents postage** on a **10x13** envelope (or current postage rates)  
**\*\*A transcript** (scores) requires **First Class postage** on a **business size** envelope.  
If you order both documents, and they are being sent to the same address, send only a 10x13 envelope.
3. **Money order** or **cashier's check** made payable to the **Florida Department of Education**.  
**Personal checks or cash are NOT accepted.**

**Please remember, the GED office is not allowed to send certificate or scores by FAX.**

This form should **NOT** be used to request a copy of a diploma or transcript if the student earned a standard or adult high school diploma from a Florida public high school. Please contact the school board office in the county where the person graduated.

## Student Information

Name \_\_\_\_\_  
Last First MI Suffix (Jr., Sr., etc.)

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name at time of testing (if different) \_\_\_\_\_  
(If you are requesting that your name be changed on your GED record, you must submit legal documentation to support the change, i.e., marriage license, divorce decree, or court order).

Mailing Address (current) \_\_\_\_\_ Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Indicate the **YEAR** you took the test? \_\_\_\_\_ Diploma Number (if known) \_\_\_\_\_  
(if current year, please give **DATE** of testing)

Indicate the **COUNTY** or **CITY** where you tested? \_\_\_\_\_

**Indicate address where document is to be mailed.** (This should be the same as your enclosed envelope.)

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **Payment Required:**

\_\_\_\_\_ Transcripts (scores) X \$6.00 = \$ \_\_\_\_\_

\_\_\_\_\_ Diplomas X \$6.00 = \$ \_\_\_\_\_

**Total Payment Enclosed :** (**Cashier's check or money order ONLY**) \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>MAIL REQUEST FORM TO:</b> GED Testing Office Florida Department of Education 325 W. Gaines Street, Room 634 Tallahassee, Florida 32399-0400	<b>FOR ADDITIONAL ASSISTANCE, CALL:</b> (850) 245-0449 1-877-352-4331 (toll-free, Florida only)
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# TRANSCRIPT REQUEST FORM

FOR HIGH SCHOOL, VOCATIONAL SCHOOL,  
COLLEGE, OR UNIVERSITY TRANSCRIPTS

FORM FOR TRANSCRIPTS THAT NEED TO BE  
MAILED TO GULF COAST STATE COLLEGE

**Please complete and take or mail this form to the school(s) you have attended.** Transcripts are required from each school that you have attended (high school and college, etc.) for admission to Gulf Coast State College.

TO:

\_\_\_\_\_  
Name of School Attended

I am applying for admission to **Gulf Coast State College**. In order to complete my admission process, I need an **official transcript and diploma** mailed to the address below. If there is any change/fee, I agree to pay it.

I attended from \_\_\_\_\_ to \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I attended under the name of: \_\_\_\_\_

**Transcripts may be mailed to:**  
**Gulf Coast State College**  
**Office of Admissions and Records**  
**5230 West U.S. Highway 98**  
**Panama City, Florida 32401-1058**

**GCSC also accepts electronic transcripts from the following secure sites:**  
**F.A.S.T.E.R./Speedy – Institution Code 001490**  
**National Student Clearinghouse; Parchment;**  
**eScrip-Safe & Scrip-safe e-mailed to**  
**jgannaway@gulfcoast.edu or**  
**admissions@gulfcoast.edu**

Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Apt.# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_



**GCSC Health Sciences Division  
Personal Reference Form – CST/TS-C to CSFA Applicant Surgical First Assistant Program**

**COMPLETED BY STUDENT:** I, (PRINT NAME) \_\_\_\_\_ give permission to \_\_\_\_\_ to fill out this personal reference for me. I appreciate their candor and understand that this form is confidential. However, Under Federal law entitled the “Family Educational Rights and Privacy Act of 1974”, students are given the right to inspect their records including recommendation forms. I \_\_\_\_\_ do \_\_\_\_\_ do not waive my rights to review the content of this form. I do release them from any liability regarding their completion of this form. I have supplied the person completing this form with a stamped addressed envelope to the following address: Gulf Coast State College, Attn: Craig Wise, 5230 West Highway 98, Panama City, Florida 32401.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed by person authorized to complete Reference:**

- How long have you known this applicant and in what capacity? \_\_\_\_\_  
How well do you know the applicant? \_\_\_Very Well \_\_\_Fairly Well \_\_\_Slightly
- In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain why: \_\_\_\_\_
- Would you allow this individual to provide healthcare for you or your family if you were ill? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain why: \_\_\_\_\_
- To your knowledge, is there anything that might interfere with or limit the success of this applicant in the healthcare field? \_\_\_\_\_
- How do you perceive this person reacting when placed in a stressful situation or working under pressure?  
Circle one: Wise Sensible Irrational Impractical Hysterical Other \_\_\_\_\_
- Please indicate whether or not you recommend this applicant as being suitable to enter the Healthcare program.  
Circle one: RECOMMEND WITH ENTHUSIASM RECOMMEND  
RECOMMEND WITH RESERVATIONS DO NOT RECOMMEND

Please check or write in the spaces to indicate the traits that best describes the applicant:

	<i>Above Average</i>	<i>Average</i>	<i>Below Average</i>	<i>No Basis to Judge Applicant</i>
Communication skills, clarity				
Cooperation, team player, gets along w/ others				
Courtesy				
Dependability or Reliability				
Helpful to others, motivated				
Honesty				
Initiative				
Leadership ability				
Maturity, Emotional Stability, Coping, Conflict				
Neatness , Appearance (tidy, clean)				
Organized				
Perseverance, Stamina				
Promptness (responsiveness)				
Quality of Work, Accuracy				
Quantity of Work				
Responsibility				
Seeks Help when needed				
Sound Decision Making				

Signature of Person Completing Reference: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_



**GCSC Health Sciences Division**

**Personal Reference Form – CST/TS-C to CSFA Applicant Surgical First Assistant Program**

**COMPLETED BY STUDENT:** I, (PRINT NAME) \_\_\_\_\_ give permission to \_\_\_\_\_ to fill out this personal reference for me. I appreciate their candor and understand that this form is confidential. However, Under Federal law entitled the "Family Educational Rights and Privacy Act of 1974", students are given the right to inspect their records including recommendation forms. I \_\_\_\_\_ do \_\_\_\_\_ do not waive my rights to review the content of this form. I do release them from any liability regarding their completion of this form. I have supplied the person completing this form with a stamped addressed envelope to the following address: Gulf Coast State College, Attn: Craig Wise, 5230 West Highway 98, Panama City, Florida 32401.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed by person authorized to complete Reference:**

- How long have you known this applicant and in what capacity? \_\_\_\_\_  
How well do you know the applicant? \_\_\_ Very Well \_\_\_ Fairly Well \_\_\_ Slightly
- In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain why: \_\_\_\_\_
- Would you allow this individual to provide healthcare for you or your family if you were ill? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain why: \_\_\_\_\_
- To your knowledge, is there anything that might interfere with or limit the success of this applicant in the healthcare field? \_\_\_\_\_
- How do you perceive this person reacting when placed in a stressful situation or working under pressure?  
Circle one: Wise Sensible Irrational Impractical Hysterical Other \_\_\_\_\_
- Please indicate whether or not you recommend this applicant as being suitable to enter the Healthcare program.  
Circle one: RECOMMEND WITH ENTHUSIASM RECOMMEND  
RECOMMEND WITH RESERVATIONS DO NOT RECOMMEND

Please check or write in the spaces to indicate the traits that best describes the applicant:

	Above Average	Average	Below Average	No Basis to Judge Applicant
Communication skills, clarity				
Cooperation, team player, gets along w/ others				
Courtesy				
Dependability or Reliability				
Helpful to others, motivated				
Honesty				
Initiative				
Leadership ability				
Maturity, Emotional Stability, Coping, Conflict				
Neatness , Appearance (tidy, clean)				
Organized				
Perseverance, Stamina				
Promptness (responsiveness)				
Quality of Work, Accuracy				
Quantity of Work				
Responsibility				
Seeks Help when needed				
Sound Decision Making				

Signature of Person Completing Reference: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_