



Health Sciences Division
Surgical Services

Central Sterile Processing Technologist

Thank you for your interest in the Central Sterile Processing Technologist program (CSPT) at Gulf Coast State College. Our program meets all criteria necessary for students to sit for the national examination. Students 17 years of age or older qualify to enroll in this course provided High School diploma or GED is obtained prior to graduation.

The traditional, campus-based course format is a **9-Month (2 semester) college credit certificate (CCC)** or a 2 year A.S. Degree in Health Science for those with no central service technology experience. The web-based, online component can be taken for those who currently work in the field with the cooperation of their employer. The traditional program time commitment includes classroom attendance, hands-on lab practice time, clinical experiences, and studying.

Transcripts can be evaluated for appropriate substitutions. Students may apply after the deadline provided there is space available in the program.

Students with previous CNA, LPN, EMT, or other healthcare provider experience may receive up to 12 college credits of external credit with proof of certification or licensure.

If you decide that becoming a Central Sterile Processing Technologist is for you, then begin the process by applying to the program and following the attached step-by-step instructions on the Student Checklist. If you complete the steps in order, it will limit any delays in processing your application which has a **deadline of June 1st, 2017. Applications are taken after the deadline provided space is available.**

Please visit our website <http://www.gulfcoast.edu/current-students/academic-divisions/health-sciences/surgical-technology/> to learn about our program, student responsibilities, and the job classification of CSPDT.

Additional information regarding a career can be obtained at www.sterileprocessing.org or www.iahcsmm.org. If you decide on becoming a CSP Technologist, then begin the process of applying for admission by following the attached step-by-step instructions.

If you have any questions, please feel free to e-mail the Instructor, Lynn M. Barber, at mbarber@gulfcoast.edu; or call Craig Wise at (850) 913-3311, toll free at 1-800-311-3685 ext. 3311; or Libby McNaron at (850) 873-3551, toll free 1-800-311-3685 ext. 3551. We look forward to working with you in the future.

Sincerely,

Libby McNaron, RN, CST, CFSA, CNOR, BSN, MS
Program Coordinator

rev. 7/2016



Becoming a Central Sterile Processing Technologist is an excellent choice for those who want to begin a career ladder or need part-time evening course completion.

- **Want training to help support you through college?**
- **Retired? Want a second career?**

This course is available for young graduates, for those working on their GED, or those needing part-time educational opportunities, with additional clinical experience arranged to meet your schedule. The required general education courses can also be taken online or evening/weekend timeframes including the Anatomy and Physiology course. Core course completion can be accomplished in **9 months or 2 full-time semesters** and provides an employment opportunity for those seeking work within a short time.

Potential Earnings: Median annual earnings of Central Sterile Processing Dept. Technologists in 2016 were \$35,772. National salaries range from \$24,945 to \$41,600. (See next page.)

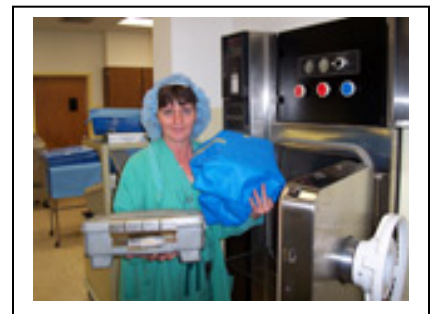
Career Opportunities: Central Sterile Processing is an emerging occupation and will expand as healthcare becomes more specialized. Employment of CSP technologists is expected to grow faster than the average for all occupations through the year 2020 as the volume of surgery increases. The number of surgical procedures is expected to rise as the population grows and ages. Technological advances, such as fiber optics, laser technology, robotics, and interventional radiology will also introduce new surgical procedures and equipment requiring specialized training.

Hospitals will continue as the primary employer of Central Sterile Processing Technologists, although some employment growth is expected in offices and clinics of physicians, including ambulatory surgical centers, as well as nursing homes and assisted living facilities. With additional training, some technologists advance to Senior Central Sterile Processing Technologists, who provide technical and functional supervision to other central service personnel.

Credentials: IACHSMM and CBSPD offer certification for central service personnel. IACHSMM's credentials include: Certified Central Service Technologist, Certified Instrument Specialist, certification in Healthcare Leadership, certification in Healthcare Materiel Management Concepts, and alternative certification for applicants wishing to transfer certifications obtained from other organizations. CBSPD provides six levels of certification: Technician, Surgical Instrument Processor, Flexible Endoscope Reprocessor, Ambulatory Surgery Technician, Supervisor, and Manager. Each organization's website provides details on how applicants qualify for the various credentials.

Professional Organizations: Visit the following websites to learn more about the rewards of the central service profession.

- International Association of Healthcare Central Service Material Management (IAHCSSM) at www.iahcssm.org
- American Society for Healthcare Central Service Professionals (ASHCSP) - Note: as of February 2008, ASHCSP has merged with IAHCSSM and links to their website.
- World Forum for Hospital Sterile Supply (IAHCSSM is the U.S. member) at www.efhss.com
- Certification Board for Sterile Processing and Distribution (CBSPD) at www.sterileprocessing.org/about_cbspd.htm



"I believe the salary increases indicate that there is a growing awareness of the complexity and the importance of the work of Central Service departments," reasoned Natalie Lind, a CS veteran who serves as Educational Director for the International Association of Healthcare Central Service Material Management. Salary varies with location, education, and experience.

Salary by Title and Education

GULF COAST STATE COLLEGE (GCSC) CONSUMER INFORMATION NOTIFICATION

Title	Degree	Salary
CS director	High School	\$62,500
CS director	Associate	\$92,500
CS director	Bachelor	\$77,222
CS director	Post-Grad	\$55,000
CS director	AVERAGE	\$73,846
CS manager	High School	\$53,357
CS manager	Associate	\$70,385
CS manager	Bachelor	\$71,364
CS manager	Post-Grad	\$67,143
CS manager	AVERAGE	\$63,995
CS supervisor	Associate	\$48,056
CS supervisor	Bachelor	\$48,125
CS supervisor	Post-Grad	\$76,250
CS supervisor	AVERAGE	\$46,895
CS technician/coordinator	Associate	\$38,929
CS technician/coordinator	Bachelor	\$42,500
CS technician/coordinator	Post-Grad	\$27,500
CS technician/coordinator	AVERAGE	\$35,255
Educator	Associate	\$55,000
Educator	Bachelor	\$62,500
Educator	AVERAGE	\$50,000
SPD manager/director	High School	\$56,111
SPD manager/director	Associate	\$60,417
SPD manager/director	Bachelor	\$71,579
SPD manager/director	Post-Grad	\$76,500
SPD manager/director	AVERAGE	\$64,398
Surgical instrument technician	Associate	\$35,000
Surgical instrument technician	Bachelor	\$35,000
Surgical instrument technician	Post-Grad	\$22,500
Surgical instrument	AVERAGE	\$29,583

The Higher Education Act (HEA) of 1965 is a federal law which authorizes student financial aid programs. Reauthorizations of this act prescribe disclosure requirements for institutions wishing to participate in the federal student financial aid program. Paper copies of this information will be provided upon request to the financial aid office.

- General disclosures, including GCSC's report on athletic program participation rates and financial support data, may be found at: <https://www.gulfcoast.edu/tuition-aid/financial-aid/gainful-employment/index.html>
- Information on financial assistance available to students may be found at: <https://www.gulfcoast.edu/tuition-aid/financial-aid/index.html>
- GCSC's annual security report may be found at: <https://www.gulfcoast.edu/campus-life/campus-safety/clery-act.html>
- Information on the Family Educational Rights and Privacy Act may be found at: <https://www.gulfcoast.edu/current-students/rights-to-know.html>

Certificate Program Gainful Employment (GE) Statistics

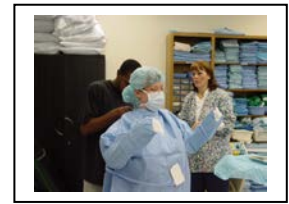
- Link to the Department of Education's Gainful Employment Questions & Answers: <http://ifap.ed.gov/GainfulEmploymentInfo/GEFAQV2.html#Disclosure>
- Link to the GCSC Gainful Employment section of our Consumer Information webpage: <https://www.gulfcoast.edu/tuition-aid/financial-aid/consumer-information.html>
- 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

- <https://www.gulfcoast.edu/tuition-aid/financial-aid/gainful-employment/index.html> Click on the specific Program Central Service Sterile Processing



Student Checklist CSPD Technologist Applicant Responsibilities



Apply to the College

- _____ **Step 1.** New students should apply for General Admission to GCSC. Applications are available online at <http://www.gulfcoast.edu/admissions/admissions-application-type.html> .
- **Returning students who have not attended GCSC in the past year must also re-apply for admission.**
- The Major Code is **HS1-AS** for this program. Students already enrolled at GCSC **can change their Major Code** at <http://www.gulfcoast.edu/admissions/forms.html> ; 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. The form can only being changed once a semester.
- _____ **Step 2.** New students must pay the **\$20 non-refundable college application fee online**, at the Bookstore, or at the GCSC Business Office (in person or by phone). If not paid, you **cannot get registered** for courses.
- **Returning students who have not attended GCSC in past year must pay a \$10 non-refundable college application fee online**, at the Bookstore, or at the Business Office.
- _____ **Step 3.** New "first time" GCSC students must complete a free online **College Orientation**. The online instructions at: <https://www.gulfcoast.edu/admissions/new-student-orientation/index.html>. **Orientation** must be completed prior to course registration, otherwise a "hold" will be placed on the student's account. **Note:** **Students with transfer credits or degrees do not have to complete the orientation.**
- _____ **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 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**. 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.
- 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. It can only be completed after the official transcripts are received from your former college registrar's office to the GCSC registrar's office.
- _____ **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 for English; Math 114 for MGF or STA Math Classes (Math 123 for MAC1105); to meet the basic entry skills requirements for the A.S. Degree. Those not achieving the minimum recommended entry scores may still apply and be considered for admission to the prerequisites on probation. ACT, SAT or ACCUPLACER SCORES may be utilized instead if you have already taken those exams within the past two years. See Test Score Worksheet.
- If you wish to study prior to taking the exams, you may go online obtain a free copy and/or purchase a study guide (for reading, writing, and math) online or at a commercial bookstore.
 - Students who entered 9th grade in a Florida public school in the 2003-04 school year, or any year thereafter, and earned a Florida standard high school diploma, or a student who is serving as an active duty member of any branch of the United States Armed Services are exempt from taking the common placement test. The student must still complete College Orientation if this is his/her first time enrolling in college.

(Note: A student who is not required to take the common placement test may opt to be assessed and the college shall provide such assessment upon the student's request. If you need assistance in any course, the college has additional courses which can provide tutoring to assist with your success.)

Students are exempt from taking entrance examination or college orientation, if they have an associate's degree or higher, or have taken ENC1101. When applying to the program, if you have a Bachelor's degree, any course substitutions must be made on an external credit evaluation form. You must request this analysis with the Admissions Office.

(Source: State Board of Education FAC Rule 6A-10.0315, Section 1008.30 F.S., eff. 10/22/2013.)

- The PERT entrance tests can be taken at any Florida educational facility (or college) and scores transferred to Gulf Coast State College. 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 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.

Apply to the CSPD Program

____ **Step 7. Submit application forms in person**, or by mail to GCSC, Attn: Craig Wise, 5230 W. Highway 98, Panama City, Florida 32401; or e-mail cwise@gulfcoast.edu; or by fax (850) 747-3246, and include:

- ____ **1. Completed Application Form**
- ____ **2. Signed Duties Acknowledgement Form**
- ____ **3. Completed Student Planning Guide**

Go to www.sterileprocessing.org or www.iahcsmm.org and review job descriptions, certification requirements, and other links to find out more about the job. Review information packets given to you, so that you are fully informed about the class. Be sure this is something you are interested in, and that it will meet your personal and financial needs.

____ **Step 8. Begin Financial Aid** and seek assistance, as needed. Visit the GCSC website at www.gulfcoast.edu and click on "Financial Aid" <http://www.gulfcoast.edu/tuition-aid/financial-aid/index.html> under the Tuition and Aid heading. A Financial Aid Information sheet is enclosed in the back of this packet.

____ **Step 9. Give 2 people you know the Personal Reference forms** (enclosed) to complete and mail to GCSC, Attn: Craig Wise, 5230 W. Highway 98, Panama City, Florida 32401. 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.

Register for Fall Courses

____ **Step 10. Schedule initial advising with Coordinator, Libby McNaron, lmcnaron@gulfcoast.edu**, or call our Health Sciences Advisor, Craig Wise, at (850) 913-3311 to evaluate transcripts for possible course substitution, and/or **enroll** in STS1300C Surgical Anatomy, HSC1531 Medical Terminology, HSC2520 Microbiology for Perioperative Services; and HSC1000 and HSC1000L Orientation to Perioperative Services with Lab for Fall semester, if not already completed.

- ____ **Step 11. Submit the following forms, by first day of FALL Classes, to continue in the prerequisite classes HSC1000 and HSC1000L, Orientation to Perioperative Services and Lab.** These are needed for visiting the clinical sites. Forms are available from the Program Coordinator. **Failure to complete or submit all forms prior to clinical attendance can result in withdrawal from the Lab. Students will be ineligible to continue into the January courses.**
- ____ **Submit a *current* GCSC Physical Examination, with satisfactory results,** signed by a healthcare provider. Physical examination is good for the length of the program.
 - ____ **Mandatory PPD, TB skin test, TB blood test, or current chest x-ray report less than 1 yr. old** with the Mantoux TB Screening form (obtain from Coordinator). This is a yearly requirement.
 - ____ **GCSC Immunizations Form completed and signed by a healthcare provider.**
 - ____ **Latex Allergy Assessment Form completed.** *If allergic to latex*, you'll need clearance from your physician to attend the CSPD Program.
 - ____ **Satisfactory background check, at student's expense, which must be done through GCSC.**
 - ____ **A 10-panel urine drug screen, at student's expense,** is required by affiliating clinical agencies for clinical clearance. Results are faxed to The Health Science Department Chair at (850) 747-3246.
 - ____ **Complete and submit the Admission Career and Advising Form** (obtain from Coordinator).
- ____ **Step 12. Pay for the courses that you're registered in. You can pay online through My GCSC (Lighthouse at https://mygcsc.gulfcoast.edu/_layouts/PG/login.aspx?ReturnUrl=%2FSSO%2Fdefault.aspx or at the Bookstore, or call the Business Office at (850)769-1551 ext. 3534 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.**

Preparation for Class

- ____ **Step 13. Student will be offered a Course Orientation meeting.** This meeting will provide information on what to expect during the course, and what the Instructor expects from the student. If selected, you are encouraged to attend this class meeting, so that you will be prepared by the program start date. Family members are invited and encouraged to attend this Course Orientation meeting with the student.

Admission to the Central Sterile Processing Dept. classes in January

- ____ **Step 14.** Applicants with the highest composite scores (based test scores, GPA, etc.) will be conditionally accepted into the class and asked to **complete the requirements for admission to the Central Sterile Processing Dept. Program.** In the event there is a tie between the numbers of qualified applicants, an interview will be scheduled for those tied.
- ____ **Step 15. Schedule a meeting with Instructor** to discuss the program and obtain conditional acceptance packet.
- ____ **Step 16. Upon conditional acceptance, during the semester prior to the January Program start date:**
- ____ **Submit copy of current valid CPR card and maintain certification throughout the entire length of the program.** The only acceptable cards are American Heart Association Healthcare Provider or the American Red Cross for Professional Rescuer.
 - ____ **If licensed EMT, CNA, or LPN, proof of current licensure or certification must be submitted** with portfolio packet for external credit or course substitutions completed.
- Your student folder must be complete with regard to any steps in No. 11 (above), if not already completed.***

***Deadline to apply for CSPD Program is June 1st.
Applications are accepted after the deadline.
Consideration for selection will be based upon space availability in the program.
Recommended prerequisites are offered in Fall semester.
CSPD classes are offered in January during Spring semester.***

GULF COAST STATE COLLEGE - HEALTH SCIENCES DIVISION

APPLICATION FOR ADMISSION

5230 West U.S. Highway 98
Panama City, FL 32401-1058
(850) 872-3827 or (850)913-3311
(850) 747-3246 - fax
1-800-311-3685 -toll free

CENTRAL STERILE PROCESSING DEPT. TECHNOLOGIST

- CPST-CCC - College Credit Cert.- Prerequisites start August each year; Program starts January
- HS1-AS Degree with specialization in Central Service ___ General Education Plan Requested
- Check here if you have previous healthcare experience. What type? _____

Answer all questions; please TYPE or PRINT (please submit form as soon as possible.)

Name: _____
First
Middle
Last
Maiden Name

Home Address: _____
Street and Number
City
State
Zip
County

Permanent or Mailing Address (If different from above): _____

Social Security Number: _____ **Mandatory** Student ID No. _____

E-Mail: _____ Home Phone: () _____

Cell Phone: () _____ Business Phone: () _____

EDUCATION

OFFICIAL TRANSCRIPTS must be received by the Office of Admissions and Records.
ALL schools and colleges attended must be listed for the application to be complete. Use additional sheets, if necessary.

Name of School	Location of School	From Month/Year	To Month/Year	Did you receive Diploma, Degree or Certificate?	What was your Major / Minor?
High School or GED:					
Vocational / Other Technical Program					
College or University:					
College or University:					

LICENSES AND CERTIFICATION

Type	Issued by which state or agency?	License or Certification Number (attach copies)	Expiration Date

CONTACT INFORMATION

Please provide information about three people who will always know where to locate you:

	Name	Mailing Address	Telephone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

HEALTHCARE RELATED WORK EXPERIENCE and/or VOLUNTEER EXPERIENCE

Use additional sheets, if necessary.

1. EMPLOYER: _____

Address _____ Phone: _____ Extension _____
Street and Number City State

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties: _____
Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

2. EMPLOYER: _____

Address _____ Phone: _____ Extension _____
Street and Number City State

Supervisor's Name _____ Title _____

Dates employed: From _____ To _____ Nature of your Job Duties: _____
Mo./Yr. Mo./Yr.

Reason for Leaving _____ Full-Time _____ Part-Time _____

PLEASE READ AND SIGN THE FOLLOWING

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, omission or falsification of information is cause for denial of admission from the program. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from any of the programs in the Health Sciences Division. I further understand that background checks and drug screening are routinely required at most clinical facilities prior to the students' clinical placement.

NOTE: Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to Mary Nicholson, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-872-3866.

Signature of Applicant _____ Date _____

RETURN APPLICATION TO:

Gulf Coast State College
 Health Sciences Division - Room 200
 5230 W. U.S. Highway 98
 Panama City, FL 32401-1058

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____
 Address: _____

 Phone: _____



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. Question No. 8 is optional, but the information should be accessible to discuss during the first week of class. If you have any difficulty completing this form, **you can find the answers in the application packet.** For further information, go to either the website of the professional organizations listed in this packet. If you still have questions, e-mail **Lmcnaron@gulfcoast.edu**, or call Libby McNaron at (850) 873-3551 for assistance.

1. Describe what a Central Sterile Processing Technologists does during their work day.
2. Describe what job positions are available to a Certified CSPD Technologist. Where does a CSPD technologist go to work? What are the opportunities?
3. Describe the working conditions that you can expect. What is call?
4. Describe what you can expect to earn as a technologist of the Central Sterile Processing Department.
 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?
5. What are the hazards of the work?
6. Why do you want to enroll in this program? Why do you want to be a Central Sterile Processing Technologist?
7. What are my goals? 1 year from now: _____
 10 years from now: _____

8. **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>1/2 - 1</u> hours
Family Time	_____ hours
Eating	_____ hours
Bathing	_____ hours
Traveling to and from school	_____ hours
Responsibilities (work/chores/bills)	_____ hours

What will be your time challenge?

How will you manage it?

Total Time 24 hours

Central Sterile Processing Dept. Technologist Duties Acknowledgement Form

Duties and Responsibilities

A CSP technologist is a healthcare professional whose primary duties include a combination of any one or all of the following.

- Scrub and wash surgical instruments, containers, and equipment
- Sterilize instruments, equipment, surgical linens, and supplies (including surgical packs and treatment trays) using autoclave, sterilizer, or antiseptic solutions
- Prepare packs of supplies, instruments, dressing and treatment trays
- Store prepared items and supplies in designated areas
- Fill requisitions, writes charges, and inventory supplies

Special Qualifications

In addition to minimum 9th grade 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 and performing anticipation skills during the duties required as a CSP technologist.
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 inspect fine needles and needle holders with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in the healthcare 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 with minimum/no breaks.
2. Able to lift a minimum of 20-25 pounds.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ambulate/move around without assistive devices.
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 American Heart Association Healthcare Provider, or American Red Cross for Professional Rescuer. Maintain certification throughout the entire length of the program.

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 the Central Sterile Processing Dept. Technologist program. 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 Immunization form must be submitted.

SIGNATURE

DATE

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

MASTER SCHEDULE - COLLEGE CREDIT CERTIFICATE

Central Sterile Processing Dept. Technologist CSPT-CCC

SEMESTER	Co-Requisite Courses	COURSE ACTIVITY	College Credits completed	Clock Hours	College Credits	Semester-Session	Class	Lab	Clinical
<i>Fall Semester</i>	<i>STS1300C</i>	<i>Surgical Anatomy and Physiology</i>		90	6	<i>Fall Semester</i>	60	15	15
	<i>HSC1000</i>	<i>Orientation to Perioperative Services</i>		45	3	<i>Fall Semester</i>	45		
	<i>HSC1000L</i>	<i>Orientation to Periop Services Lab</i>		55	1	<i>Fall Semester</i>		40	15
	<i>HSC1531</i>	<i>Medical Terminology</i>		30	2	<i>Fall Semester</i>	30		
	<i>HSC2520</i>	<i>Microbiology for Perioperative Services</i>		45	3	<i>Fall Semester</i>	45	<i>Gm Stain</i>	
SUBTOTAL				265	15		180	55	30
<i>Spring Semester</i>	<i>HSC1434</i>	<i>Central Processing Technology</i>		90	6	<i>Spring Semester</i>	90		
	<i>HSC1434L</i>	<i>Central Processing Technology Lab and Clinical</i>		310	6	<i>Spring/Summer Semester</i>		40	270
	<i>STS1925</i>	<i>Endoscopy Basics</i>		15	1	<i>Spring Semester</i>	15		
	<i>STS2361</i>	<i>The Art of Teamwork in Surgery</i>		15	1	<i>Fall Semester</i>	15		
	<i>STS2365</i>	<i>Professional Skills for the O.R. Team</i>		15	1	<i>Spring Semester</i>	15		
SUBTOTAL				445	15		135	40	270
TOTAL Program				710	30		315	95	300

FEE SCHEDULE **
Central Sterile Processing Dept. Technologist
College Credit Certificate CSPT-CCC

	<u>In-State</u>	<u>Out-of-State</u>
<u>ENROLLMENT FEES</u>		
PERT Examination (if needed)	\$ 5.00	\$ 5.00
GCSC - application fee (new students)	\$ 20.00	\$ 20.00
Criminal Background Check (if needed)	\$ 85.00	\$ 85.00
Drug Screen	\$ 33.00	\$ 33.00
<u>TEXTBOOK FEES</u>		
Textbooks, list provided (approx.)		
Required texts	\$1,184.54	\$1,184.54
Optional texts		
<u>TUITION FEES</u> (see current GCSC Catalog)		
Fall Term (15 college credits)	\$1,481.25 (\$98.75)	\$ 5,395.65 (\$359.71)
Spring Term (15 college credits)	\$1,481.75	\$ 5,395.65
<u>LAB FEES</u>		
(includes: Student Liability/Accident Insurance)		
Fall Term (1 course)	\$ 55.00	\$ 55.00
Spring Term (1 courses)	\$ 80.00	\$ 80.00
<u>GRADUATION COSTS</u>		
Certification Exam - approximately	\$ 120.00	\$ 120.00
SCRUBS / LAB COAT - GCSC patch for each:	\$ 100.00	\$ 100.00
Total Program Fees (approx.):	\$ 4,645.04	\$12,473.84

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. Refund policy is outlined in the current Gulf Coast State College catalog. The certification examination application will be completed as part of the required graduation exercises.

Note: Additional expenses required include the background check, the physical (medical) examination by your physician of choice, immunizations if necessary, a white mid-thigh to knee length lab coat, 2 sets of approved scrubs, a warm-up jacket, 2 GCSC patches for lab coat and warm-up jacket, comfortable shoes (much standing). If you already have a lab coat and comfortable enclosed white shoes they will be sufficient (shoes may have a splash of color, no open backs, canvas, or cloth sections due to sharps hazards). Leather shoes are preferred to prevent accidental sharps injury. Additional purchases may be offered, but are not required such as a school shirt, etc.

Textbooks may be purchased at any bookstore or through the school. Required textbooks must be purchased prior to the first day of class. Textbooks, which are issued as reference guides, must be returned in good condition without writing or defacement. The student must replace reference guides that are defaced or written on.

** Fees listed above are currently accurate, but subject to change without notice due to price changes from the other requirements, manufacturer, or provider.

MASTER SCHEDULE - A.S. DEGREE
Central Sterile Processing Dept. Technologist HS1-AS

SEMESTER	COURSE	COURSE/ACTIVITY	College Credits completed	Clock Hours	College Credits	Semester	Class	Lab	Clinical
Spring Semester Gen Ed	ENC1101	English Composition I		45	3	Any	45		
	PSY2012 or SYG2000	General Psychology or Sociology		45	3	Any	45		
		Mathematics - approved		45	3	Any	45		
		Humanities - 2 classes (Biomedical Ethics preferred)		45	3	Any	45		
SUBTOTAL Spring				180	12		180		
Summer Semester	Gen Ed Requirement	Biology Elective (BSC2010 Human Biology-recommended)		45	3	Any	45		
Any of the 19 credits from Specialization choice -enclosed (Full load is 12 crs.)		Elective		45	3	Any	45		
		Elective		45	3	Any	45		
		Elective		45	3	Any	45		
SUBTOTAL				180	12		180		
Fall Semester <i>Must be taken in this Semester.</i>	STS1300C	Surgical Anatomy and Physiology		90	6	Fall Semester	60	15	15
	HSC1000	Orientation to Perioperative Services		45	3	Fall Semester	45		
	HSC1000L	Orientation to Periop Services Lab		55	1	Fall Semester		40	15
	HSC1531	Medical Terminology		30	2	Fall Semester	30		
	HSC2520	Microbiology for Perioperative Services		45	3	Fall Semester	45	Gm Stain	
SUBTOTAL				265	15		180	55	30
Spring Semester <i>Must be taken in this Semester.</i>	HSC1434	Central Processing Technology		90	6	Spring Semester	90		
	HSC1434L	Central Processing Technology Lab and Clinical		310	6	Spring/Summer Semester		40	270
	STS1925	Endoscopy Basics		15	1	Spring Semester	15		
	STS2361	The Art of Teamwork in Surgery		15	1	Fall Semester	15		
	STS2365	Professional Skills for the O.R. Team		15	1	Spring Semester	15		
SUBTOTAL				445	15		135	40	270
Summer Semester Final 10 credits Elective for specialization chosen		Elective		45	3	Any	45		
		Elective		45	3	Any	45		
		Elective		45	3	Any	45		
		Elective		15	1	Any	15		
SUBTOTAL				150	10		150		
TOTAL Program Courses				1220	64		825	95	300

Elective Options: Choose 19 credits.

- + ACG2001 or Higher Accounting
- + # ASL1400 or Higher American Sign Language
- + BSC1005 or Higher Biological Sciences
- + Humanities I, II or III Any Gen Ed Approved
- + BUL2241 or Higher Business Law
- + # CGS1000 or Higher Computer General Studies
- + CHM1032 or Higher Chemistry
- CLP1001 Human Relations
- DEP2000 or Higher Developmental Psychology
- + ECO2013 or Higher Economics
- EDF 1005 or Higher Education: Foundations and Policy Studies
- + ENC1101 or Higher English Composition
- + EBT2000 or Higher Entrepreneurship
- + EVR1001 or Higher Environmental Studies
- EVT2060 or Higher Education: Vocational/Technical
- + FRE1000 or Higher, SPN 1000 or Higher Foreign Languages
- GEB1011 or Higher General Business
- + # HIM1000 or Higher Health Information Management
- HLP1081, Wellness
- + # HSA2182 or Higher Health Services Administration
- + # HSC1000 or Higher Health Sciences
- HUN1201, Nutrition
- LIS2004, Introduction to Internet Research
- + MAC1105 or Higher Mathematics
- + MAN2021 or Higher Management
- + MAR2011 or Higher Marketing
- + MCB2004 or Higher Microbiology
- + MGF1106 or Higher Mathematics: General and Finite
- + # MKA2511 or Higher Marketing Applications
- # MNA1100 Human Relations in Management
- + PHI2002 or Higher Philosophy
- + PHY1020 or Higher Physics
- POS2041 or Higher Political Science
- PSY2012 Psychology
- + # QMB1001 Quantitative Methods in Business
- + SBM2000 Small Business Management
- * SLS1201 or Higher Student Life Skills
- + SPC1420 or Higher Speech Communication
- + STA2023 or Higher Statistics
- STS2367, Management in Healthcare
- SYG2000 or Higher Sociology, General
- + TRA2010 or Higher Transportation and Logistics

Applies to A.S. Degree and Certificate Programs

+ Prerequisites required

19 Elective credits from this list for the AS degree.

FEE SCHEDULE **
Central Sterile Processing Dept. Technologist
HS1-AS Degree

	<u>In-State</u>	<u>Out-of-State</u>
<u>ENROLLMENT FEES</u>		
PERT Tests (if needed)	\$ 5.00	\$ 5.00
GCSC - application fee (new students)	\$ 20.00	\$ 20.00
Criminal Background Check (if needed)	\$ 85.00	\$ 85.00
Drug Screen	\$ 33.00	\$ 33.00
<u>TEXTBOOK FEES</u>		
Textbooks, list provided (approximate)		
Required texts	\$1,184.54	\$1,184.54
Optional texts		
<u>TUITION FEES</u> - (see current GCSC Catalog)		
Spring Gen Ed (12 college credits)	\$ 1,185.00 (\$98.75)	\$ 4,316.52 (\$359.71)
Summer Gen Ed (12 college credits)	\$ 1,185.00	\$ 4,316.52
Fall Term (13 college credits)	\$ 1,283.75	\$ 4,676.23
Spring Term (17 college credits)	\$ 1,678.75	\$ 6,115.07
Summer Term (10 college credits)	\$ 987.50	\$ 3,597.10
<u>LAB FEES</u> (includes: Student Liability/Accident Insurance)		
Fall Term (1 course)	\$ 55.00	\$ 55.00
Spring Term (2 courses)	\$ 80.00	\$ 80.00
<u>GRADUATION COSTS</u>		
Certification Exam - approximately	\$ 120.00	\$ 120.00
SCRUBS / LAB COAT - GCSC patch for each:	\$ 100.00	\$ 100.00
Total Program fees (approx.):	\$ 8,002.54	\$24,703.98

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. Refund policy is outlined in the current Gulf Coast State College catalog. The certification examination application will be completed as part of the required graduation exercises.

Note: Additional expenses required include the background check, the physical (medical) examination by your physician of choice, immunizations if necessary, a white mid-thigh to knee length lab coat, 2 sets of approved scrubs, one warm-up jacket, 2 GCSC patches for lab coat and warm-up jacket, comfortable shoes (much standing). If you already have a lab coat and comfortable enclosed white shoes they will be sufficient (shoes may have a splash of color, no open backs, canvas, or cloth sections due to sharps hazards). Leather shoes are preferred to prevent accidental sharps injury. Additional purchases may be offered, but are not required such as a school shirt, etc.

Textbooks may be purchased at any bookstore or through the school. Required textbooks must be purchased prior to the first day of class. Textbooks, which are issued as reference guides, must be returned in good condition without writing or defacement. The student must replace reference guides that are defaced or written on.

** Fees listed above are currently accurate, but subject to change without notice due to price changes from the other requirements, manufacturer, or provider.

Term	Course Number	Courses	Central Service Sterile Processing Textbooks - 2016-2017
Fall Prerequisites	STS1300C	Surgical Anatomy and Physiology	1. Introduction to the Human Body (2012) 9th Ed. Tortora & Derrickson. John Wiley & Sons Inc.; ISBN 978-1118-12919-7 2. The Human Body Coloring Book (2011). Dorling Kindersley Limited. ISBN 978-07566-8234-7
	HSC1531	Medical Terminology	Medical Terminology for Health Professions 7th Ed. (2013) Ehrlich & Schroeder, Delmar Cengage Learning; ISBN 978-1-111-54327-3
	HSC1000	Orientation to Perioperative Services	Surgical Technology for the Surgical Technologist, Positive Care Approach 4th or more Current Edition; ISBN-13: 978-1-1110-3756-7
	HSC1000L	Orientation to Perioperative Services Lab	Differentiating Surgical Instruments; 2nd Ed., Colleen Rutherford; FA Davis Company; ISBN 978-0-8036-2545-7
	HSC2520	Microbiology for Perioperative Services	Microbiology for Surgical Technologists, 2nd Ed., Margaret Rodriguez, Cengage Learning; ISBN 978-1-111-30666-3
Spring Semester	STS2361	The Art of Teamwork	Effective Human Relations 12th Edition or most current in Bookstore; ISBN 13: 978-0-538-74750-9
	STS2365	Professional Skills for the O.R. Team	Same Textbook as STS2361.
	HSC1434	Central Processing Technology	1. The Basics of Sterile Processing, 5th Ed. Chobin: Sterile Processing University, LLC; Ordered at www.sterileprocessing.org . 2. Workbook for the Basics of Sterile Processing, 5th Ed. Chobin: Sterile Processing University, LLC; Ordered at www.sterileprocessing.org .
	HSC1434L	CSPT Lab/ Clinical	CBSPD Surgical Instrument Specialist Study Guide 2nd Ed. Sterile Processing University, LLC; Order at www.sterileprocessing.org
	STS1925	Endoscopy Basics	1. The Basics of Flexible Endoscope Reprocessing, 4th Ed. (2012), Chobin: Sterile Processing University, LLC; Order at www.sterileprocessing.org 2. Workbook for the basics of Flexible Endoscope Reprocessing, 1st Ed. (2012), Sterile Processing University, LLC; Ordered at www.sterileprocessing.org . 3. Flexible Endoscope Reprocessor Certification Examination Study Guide. 3rd Ed. CPSPD, Inc. Sterile Processing University, LLC; Ordered at www.sterileprocessing.org .

NOTE: Textbook/Editions are subject to change. Please request an updated list before purchasing.

Licensure Requirements

Currently, New Jersey is the only state that regulates Central Service Technologists. Mandatory certification became effective in 2004. AAMI ST79 (2006) states in Section 4.2.2, it is recommended that all personnel performing sterile processing activities be certified as a condition of employment. "At a minimum, all such personnel should successfully complete a central service certification examination within two years of employment and should maintain that certification throughout their employment," the standard reads.

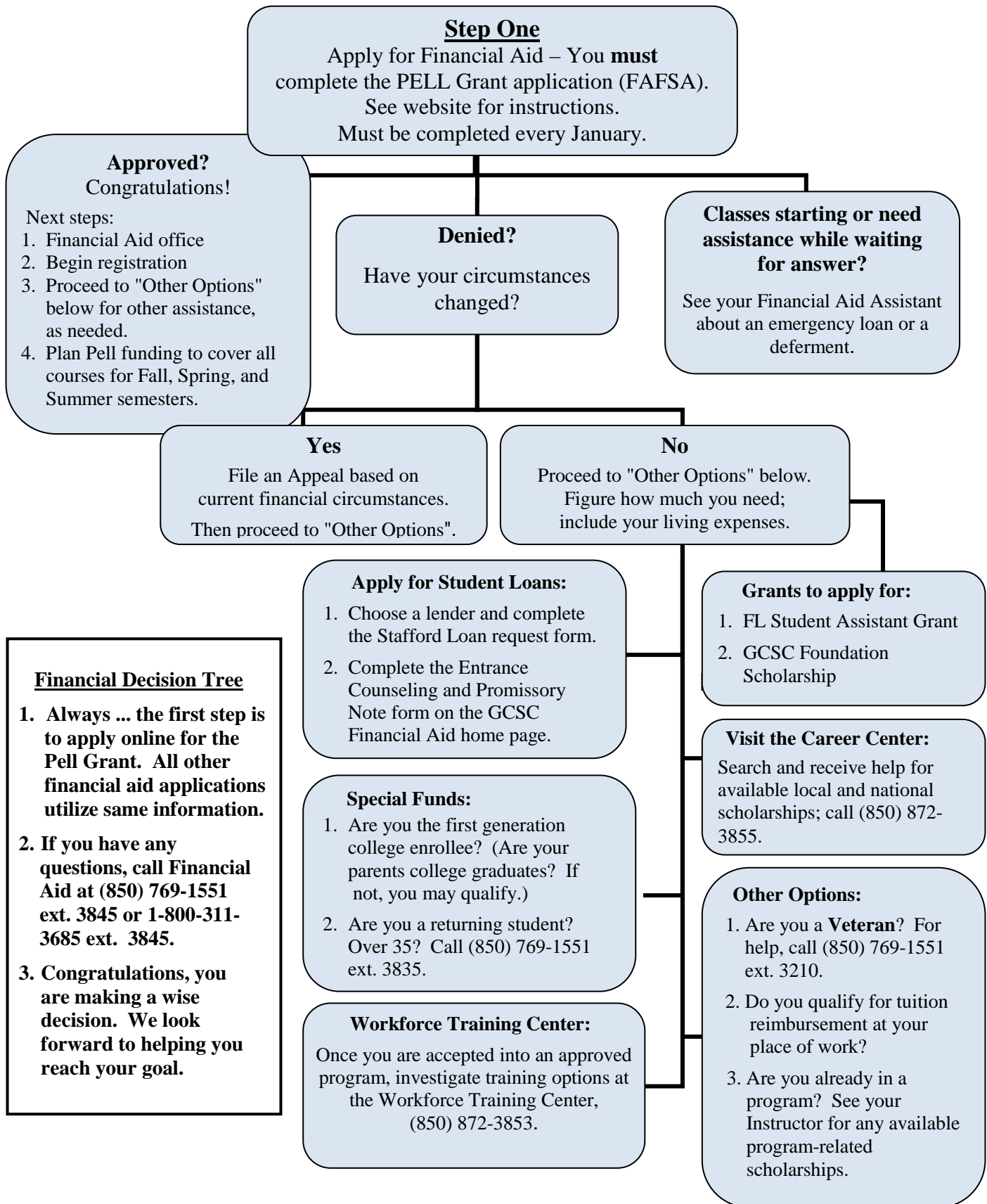
Student Time Commitment

This is a course of study that requires hours of homework and practice to be successful. Students should plan to be in the classroom, lab, or clinical site a minimum of the hours posted in the schedule for that course. Additional practice lab time may be necessary for some skills performance. The amount of preparation time and homework varies according to the needs of the individual but is usually 2-3 hrs a week for each hour of classroom or lab work for the average student during the entire course. We look forward to helping you along this path of discovery to a new successful career.

Nails

Fingernails should be kept clean, short (1/4 inch), and healthy. Nail polish, if used, must be of a light color, not be chipped, and should be changed a minimum of every four days. Artificial nails are not to be worn as they have a higher variety and amount of pathogenic bacteria and fungus growth, both before and after hand washing. Failure to follow this policy will result in the student not being allowed to scrub in the clinical setting. If the student has open lesions or breaks in integrity, the student will not be allowed to scrub until healed. The clinical setting policy will be followed. Some facilities do not allow nail polish. It is the student's responsibility to be alert to the policy and prepare for that clinical setting.

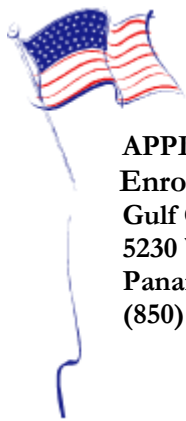
Financial Aid Information



Financial Decision Tree

1. Always ... the first step is to apply online for the Pell Grant. All other financial aid applications utilize same information.
2. If you have any questions, call Financial Aid at (850) 769-1551 ext. 3845 or 1-800-311-3685 ext. 3845.
3. Congratulations, you are making a wise decision. We look forward to helping you reach your goal.

For more information you can go to the financial aid website
<http://www.gulfcoast.edu/tuition-aid/financialaid/>



APPLICATION INSTRUCTIONS FOR THE COLLEGE

Enrollment Services Office
Gulf Coast State College
5230 West Hwy 98
Panama City, Florida 32401
(850) 872-3892

HOW TO APPLY TO THE COLLEGE ONLINE

1. Go to <http://www.gulfcoast.edu/admissions/admissions-application-type.html>.
2. Select the Type of student that you are (First time, returning, transfer) clicking on that bar. (“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.) Read the directions, then click on the Title at the top.
3. Scroll down to bottom of the page and click on “**First time user account creation**” at bottom of screen unless returning student.
4. Create your login ID; for example, your first initial and last name. Create a pin number and re-enter it.

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 2016, for August 2016; Spring 2017, for Jan. 2017; Summer 2017 for May 2017; 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 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.)
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 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 admissions or checking the status of your application, contact the Enrollment Services Office at (850) 872-3892.

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/) 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

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.

Request for Official Florida GED Diploma and/or Transcript

PLEASE READ THIS SECTION CAREFULLY BEFORE COMPLETING YOUR REQUEST FORM. Please remember, the GED office is not allowed to send certificate or scores by FAX.

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. Please order your Florida GED transcript from www.GED.com.
2. For other States: Go to <http://www.gedtestingservice.com/testers/gedrequest-a-transcript>
3. When asked to enter the email address where to send your transcript enter:
admissions@gulfcoast.edu
4. For more information regarding this new state process, go to:
http://ged.fldoe.org/pdf/GEDCred_FAQ.pdf
5. You can call (888) 906-4031 Monday through Friday from 8AM - 5PM MST to receive phone support to order duplicate transcripts and GED® diplomas

TRANSCRIPT REQUEST FORM

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



THAT NEED TO BE MAILED TO GULF COAST STATE COLLEGE

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

All out of country transcripts must be evaluated by a service who is a current member of the National Association of Credential Evaluation Services (NACES). Please visit www.naces.org for a list of service providers.

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 charge/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 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 emailed to
jgannaway@gulfcoast.edu or
admissions@gulfcoast.edu

Student Signature: _____ Today's Date: _____

Telephone Number () _____ - _____

Address: _____ Apt.# _____

City: _____ State: _____ Zip Code: _____ - _____

