



## Health Sciences Division Surgical Services

# Endoscopic Technician

Thank you for your interest in the Endoscopic Technician Program (ENDO-CT) at Gulf Coast State College. This program incorporates the online SGNA Associate Credentialing Program through the Society of Gastroenterology Nurses and Associates Education Committee. Upon completion of all eight modules and post-tests, the associate can receive a skills validation certificate and use the title of a GI Technical Specialist (GTS).

Students 17 years of age or older qualify to enroll in this course provided High School diploma or GED is obtained prior to graduation. Transcripts can be evaluated for appropriate substitutions.

The traditional, campus-based course format is a **2-semester college credit certificate (CCC)**, or a 5-semester A.S. Degree in Health Science for those with no previous medical experience. The web-based, online component can be taken by those who currently work in the field with the cooperation of their employer. The program time commitment includes classroom or web-based attendance, hands-on lab practice time for those with no experience, clinical experiences, and studying.

If you decide that becoming an Endoscopic Technician 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 1, 2016**. Submit completed packet as soon as possible, since the date of the application is considered.

Please visit our website [http://www.gulfcoast.edu/health\\_sciences/surgtech/programs/default.asp](http://www.gulfcoast.edu/health_sciences/surgtech/programs/default.asp) to learn about our program, student responsibilities, and the job classification of Endoscopic Technician.

If you have any questions, please feel free to e-mail the Asst. Coordinator, Lynn Barber, at [mbarber@gulfcoast.edu](mailto:mbarber@gulfcoast.edu); or Craig Wise at [cwise@gulfcoast.edu](mailto:cwise@gulfcoast.edu); phone (850) 913-3311, toll free at 1-800-311-3685 ext. 3311; or call 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, CSFA, CNOR, BSN, MS  
Program Coordinator

*rev 8/2015*



**Becoming an Endoscopic Technician 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?**
- **CNA - specialized training opportunity**
- **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, since it is offered online with classes scheduled and clinical experience is arranged to meet your schedule as much as possible recognizing cases are from 7 am to 5 pm. The required general education courses can also be taken online or evening/weekend timeframes including the Anatomy and Physiology course. Program course completion can be accomplished in **2 full-time semesters** and provides an employment opportunity for those seeking work within a short time.

**Potential Earnings:** Median annual earnings of Endoscopic Technicians in 2011 were \$30,790. Employment in 2010

exceeded 202,000 jobs; Occupational Code 31-9099.02 .

**Career Opportunities:** Endoscopic Technician is an emerging occupation and will expand as healthcare becomes more specialized. Employment of endoscopic technicians is expected to grow faster than the average for all occupations through the year 2010 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.

Hospitals will continue as the primary employer of Endoscopic Technicians, 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.

**Credentials:** IACHSMM and CBSPD offer certification for central service personnel. CBSPD provides a level of certification of Flexible Endoscope Reprocessor. IACHSMM's credentials include: Certified Central Service Technician, 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. 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 endoscopic technician profession.

- Society of Gastroenterology Nurses and Associates (SGNA) at [www.sgna.org](http://www.sgna.org)
- Certification Board for Sterile Processing and Distribution (CBSPD) at [www.sterileprocessing.org/about\\_cbspd.htm](http://www.sterileprocessing.org/about_cbspd.htm)
- International Association of Healthcare Central Service Material Management (IAHCSMM) at [www.iahcsmm.org](http://www.iahcsmm.org)





# Student Checklist Endoscopic Technician Applicant Responsibilities



## Apply to the College

- \_\_\_ **Step 1. New students should apply for General Admission to GCSC.** Applications are available online at [www.gulfcoast.edu](http://www.gulfcoast.edu).
- **Returning students who have not attended GCSC in the last year must re-apply for admission.**
- The Major Code is **HS1-AS** for this program. 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, at the Bookstore, or at the GCSC Business Office (in person or by phone). If this is not paid, you cannot get registered for courses. Failure to pay the application fee at the time of submission can result in your ineligibility for program consideration.
- **Returning students who have not attended GCSC in the last 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** 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>.
- Note: Students with transfer 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 the Enrollment Services Office of GCSC. Evidence of high school graduation 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 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. Applicants must take the PERT college placement tests (Post-Secondary Education Readiness Tests), prior to entry, and achieve minimum PERT scores of Reading 106; Writing 103; Math 123, and to meet the basic entry skills requirements for the A.S. degree.** Minimum entry scores for the College Credit Certificate are Reading 84; Writing 90; and Math 68. Those not achieving the minimum recommended entry scores may still apply and be considered for admission to the prerequisites while they work on those scores. Those with higher scores will receive extra points in the selection process. **For the A.S. degree**, see the college catalog for prerequisite requirements for each course or General Education course chosen.
- If you wish to study prior to taking the exams, you may go to a commercial bookstore or go online to obtain a free copy and/or purchase a study guide (for reading, writing, and math).
  - 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., effective 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 the other school's testing center to GCSC's 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 Endoscopic Technician Program**

\_\_\_\_\_ **Step 7. Submit Endoscopic Technician 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](mailto:cwise@gulfcoast.edu); or by fax to (850) 747-3246, and include:

- \_\_\_\_\_ **Completed Application Form**
- \_\_\_\_\_ **Signed Duties Acknowledgement Form**
- \_\_\_\_\_ **Completed Student Planning Guide**

**Go to [www.sгна.org](http://www.sгна.org) or [www.sterileprocessing.org](http://www.sterileprocessing.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 activities** to seek assistance as needed. Go to [www.gulfcoast.edu](http://www.gulfcoast.edu) and click on "Financial Assistance." Also, see enclosed Financial Aid Information sheet in 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. *These forms should not be distributed prior to your submitting to Health Sciences the Endoscopic Technician Program Application Form.*

## **Register for Fall - Semester 1 courses:**

\_\_\_\_\_ **Step 10. Schedule initial advising** with Coordinator, Libby McNaron, [Lmcnaron@gulfcoast.edu](mailto: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 recommended Fall Courses (STS1300 Surgical Anatomy and Physiology; HSC2520 Microbiology for Perioperative Services, HSC1000 and HSC1000L Orientation to Perioperative Services with Lab for Fall semester) if not already completed, or if you have no previous healthcare training.

***Deadline to apply for Endoscopic Technician program Fall class is June 1, 2016.  
Consideration for selection will be based upon space availability in the program.  
Enroll by August / Fall Semester.***

\_\_\_\_\_ **Step 11. Submit the following forms by August 22, 2016, to continue in the classes HSC1000 and HSC1000L, Orientation to Perioperative Services, for visiting the clinical sites. Forms are available from the program advisors. **Failure to complete or submit all forms prior to August 22, 2016 will result in withdrawal from the Lab. Students will be ineligible to continue into the January courses.****

\_\_\_\_\_ **Submit GCSC Physical Examination and Immunizations forms** completed and signed by a healthcare provider.

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

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

\_\_\_\_\_ **Latex Allergy Screening Form completed.** *If allergic to latex*, you'll need clearance from your physician to attend the 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. is required by some affiliating clinical agencies for clinical clearance. The results are faxed to Dr. Holly Kuehner at (850) 747-3246.

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

**Note: Applicants such as EMT, CNA, LPN, or licensed CSPDT can have transcripts evaluated for course substitutions.**

**ALL OF THE ABOVE FORMS WILL BE PROVIDED TO YOU BY PROGRAM ADMINISTRATIVE ASSISTANT OR COORDINATOR.**

\_\_\_\_\_ **Step 12. Pay for the courses that you're registered in. You can pay online through Lighthouse at [http://www.gulfcoast.edu/tuition\\_fees/default.htm](http://www.gulfcoast.edu/tuition_fees/default.htm) (see first paragraph), 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; should this happen, go to Admissions to enroll and immediately pay for courses the same day, or arrange financial aid.****

## **Preparation for Class**

\_\_\_\_\_ **Step 13. Student will be offered an Orientation meeting.** This Orientation 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 the Orientation meeting, so that you will be prepared for class start date. Family members are invited and encouraged to complete this Orientation class with the student.

## **Admission to the Endoscopic Technician classes in January**

\_\_\_\_\_ **Step 14.** Applicants with the highest composite scores (based on test scores, GPA, etc.) will be conditionally accepted into the class and asked to **complete the requirements for admission to the Endoscopic Technician Program.** In the event there is a tie between the number 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 possible course substitutions.

**Your student folder must be complete with regard to any steps in No. 11 (above), if not already completed.**



## **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.

# 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

## ENDOSCOPIC TECHNICIAN

- ENDO-CT College Credit Certificate - Prerequisites start Aug. 2016; Program starts Jan. 2017  
 HS1-AS Degree with specialization in Endoscopic Technician

*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	Expiration Date





# 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. 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 an Endoscopic Technician does during their work day.
  
2. Describe what job positions are available to an Endoscopic Technician. Where does an Endoscopic Technician 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 an Endoscopic Technician.  
 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 an Endoscopic Technician?
  
7. What are my goals? 1 year from now: \_\_\_\_\_  
 10 years from now: \_\_\_\_\_

8. Our goal is to help you plan for all of the things you will need to be successful. For information, go online to the GCSC Surgical Services website, or e-mail us for the steps to apply for financial aid. You do not have to fill in this section, but you do need to plan for these resources to be successful with as little stress as possible.

Family support:

Transportation:

Tuition:

Living expenses/ Bill management:

Time Management: (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 - 5</u> hours
Sleep	<u>6 - 8</u> hours
Exercise/Time for Self	<u>½ - 1</u> hours
Family/Significant Other Time	_____ hours
Eating	_____ hours
Bathing	_____ hours
Traveling to and from school	_____ hours
Responsibilities (work/chores/bills)	_____ hours
Total Time	_____ hours
Total Time	<u>24</u> hours

What will be your time challenge?

How will you manage it?

# **Endoscopic Technician**

## **Duties Acknowledgement Form**

### **Duties and Responsibilities**

An Endoscopic Technician is a healthcare professional whose primary duties include any one or all of the following.

- Scrub and wash endoscopic instruments, containers, and equipment
- Sterilize and/or disinfect 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, write charges, and inventory supplies

### **Special Qualifications**

In addition to minimum 11th grade requirements for Reading, Language and 10th grade 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 an Endoscopic Technician.
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 instrumentation 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, as much as 8-10 hours in rare circumstances, 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 **CPR/AED 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 an Endoscopic Technician. I do \_\_\_\_\_ do not \_\_\_\_\_ 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 chest x-ray 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 ENDOSCOPIC TECHNICIAN ENDO-CT

Semester Session	Courses	Course / Activity	College Credits completed	Clock Hours	College Credits	Semester Session	Class	Lab	Clinic
<i>Fall Session 1</i>	<i>STS1300</i>	<i>Surgical Anatomy and Physiology</i>		75	5	<i>Fall Session 1</i>	75		
	<i>HSC1000</i>	<i>Orientation to Periop Services</i>		45	3	<i>Fall Session 1</i>	45		
	<i>HSC1000L</i>	<i>Lab Orientation to Periop Services</i>		30	1	<i>Fall Session 1</i>		30	
	<i>HSC2520</i>	<i>Microbiology for Periop Services</i>		45	3	<i>Fall Session 1</i>	45	<i>Gm Stain</i>	
<b><i>Subtotal Fall</i></b>				<b>195</b>	<b>12</b>		<b>165</b>	<b>30</b>	
<i>Spring Session 1</i>	<i>STS2361</i>	<i>The Art of Teamwork</i>		15	1	<i>Spring Session 1</i>	15		
	<i>STS1925</i>	<i>Endoscopy Basics</i>		45	3	<i>Spring Session 1</i>	45		
	<i>STS1925L</i>	<i>Endoscopy Basics Lab</i>		30	1	<i>Spring Session 1</i>		30	
<i>Spring Session 3</i>	<i>STS1926</i>	<i>Endoscopy Technician Theory</i>		45	3	<i>Spring Session 3</i>	45		
	<i>STS1926L</i>	<i>Endoscopy Tech Lab and Clinical</i>		185	3	<i>Spring Session 3</i>		15	170
	<i>STS2365</i>	<i>Professional Skills for the O.R. Team</i>		15	1	<i>Spring Session 3</i>	15		
<b><i>Subtotal Spring</i></b>				<b>335</b>	<b>12</b>		<b>120</b>	<b>45</b>	<b>170</b>
<b><i>Total Program Courses</i></b>				<b>530</b>	<b>24</b>		<b>285</b>	<b>75</b>	<b>170</b>

Please note: Schedule of hours may vary due to the nature of the assignment or extenuating circumstances; therefore, students must be flexible. Hours will not exceed the parameters of 40 hours in a week. Any changes will be posted in advance.

**FEE SCHEDULE \*\***  
**ENDOSCOPIC TECHNICIAN ENDO-CT**

	<u>In-State</u>	<u>Out-of-State</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 (if needed)	\$ 85.00	\$ 85.00
<b><u>TEXTBOOK FEES</u></b>		
Textbooks, list provided (approx.)		
Required texts	\$1,450.36	\$1,450.36
Optional texts		
<b><u>TUITION FEES</u> (see current GCSC Catalog)</b>		
Fall Term (12 college credits)	\$1,185.00 (\$98.75)	\$ 4,316.52 (\$359.71)
Spring Term (12 college credits)	\$1,185.00	\$ 4,316.52
<b><u>LAB FEES</u></b>		
(includes: Student Liability/Accident Insurance)		
Fall Term (1 course)	\$ 55.00	\$ 55.00
Spring Term (2 courses)	\$ 85.00	\$ 85.00
<b><u>GRADUATION COSTS</u></b>		
Certification Exam - approximately	\$ 120.00	\$ 120.00
<b>SCRUBS / LAB COAT - GCSC patch for each</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b><u>Total Program Fees</u> (approx.)</b>	<b>\$ 4,290.36</b>	<b>\$10,553.40</b>

Current fee schedule includes approximate fees for the entire program. Fees are subject to change without notice. See current information available in the Admissions Office. Anyone requiring financial aid must initiate arrangements with the Financial Aid office. Refund policy is outlined in the current GCSC 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 as 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  
ENDOSCOPIC TECHNICIAN HS1-AS**

Semester	Course	Course / Activity	College Credits Completed	Clock Hours	College Credits	Semester Session	Class	Lab	Clinic
<b>Spring Semester</b> <i>Gen Ed courses</i>	ENC1101	English Composition I		45	3	Any	45		
	PSY2012 or SYG2000	General Psychology or Sociology		45	3	Any	45		
		Mathematics - approved Gen Ed.		45	3	Any	45		
		Humanities (Bioethics preferred)		45	3	Any	45		
<b>Subtotal Spring Courses</b>				<b>180</b>	<b>12</b>		<b>180</b>		
<b>Summer Semester</b>  Any of 25 credits from Specialization Option page (Full load is 12 credits.)	<b>Gen Ed Requirement</b>	Biology Elective (BSC1010 Human Biology-recommended)		45	3	Any	45		
		Elective Specialization		45	3	Any	45		
		Elective Specialization		45	3	Any	45		
		Elective Specialization		45	3	Any	45		
<b>Subtotal Summer Courses</b>				<b>180</b>	<b>12</b>		<b>180</b>		
<b>Fall Semester</b>  <i>Must be taken this semester.</i>	STS1300	Surgical Anatomy and Physiology		75	5	Fall Semester	75		
	HSC1000	Orientation to Perioperative Services		45	3	Fall Semester	45		
	HSC1000L	Lab Orientation to Perioperative Services		30	1	Fall Semester		30	
	HSC2520	Microbiology for Perioperative Services		45	3	Fall Semester	45	Gm Stain	
<b>Subtotal Fall Courses</b>				<b>195</b>	<b>12</b>		<b>165</b>	<b>30</b>	
<b>Spring Semester Session 2</b>  <i>Must be taken this semester.</i>	STS2361	The Art of Teamwork		15	1	Spring Session 2	15		
	STS1925	Endoscopy Basics		45	3	Spring Session 2	45		
	STS1925L	Endoscopy Basics Lab		30	1	Spring Session 2		30	
<b>Spring Semester Session 3</b>  <i>Must be taken this semester.</i>	STS1926	Endoscopy Technician Theory		45	3	Spring Session 3	45		
	STS1926L	Endoscopy Technician Lab/Clinical		185	3	Spring Session 3		15	170
	STS2365	Professional Skills for the O.R. Team		15	1	Spring Session 3	15		
<b>Subtotal Spring Courses</b>				<b>335</b>	<b>12</b>		<b>120</b>	<b>45</b>	<b>170</b>
<b>Summer Semester</b>  12-credit Electives for chosen specialization		Elective Specialization		45	3	Any	45		
		Elective Specialization		45	3	Any	45		
		Elective Specialization		45	3	Any	45		
		Elective Specialization		45	3	Any	45		
<b>Subtotal Summer Electives</b>				<b>180</b>	<b>12</b>		<b>180</b>		
<b>Fall Semester</b>  Final 4-credit Electives for chosen specialization		Elective Specialization		45	3	Any	45		
		Elective Specialization		15	1	Any	15		
<b>Subtotal Fall Electives</b>				<b>60</b>	<b>4</b>		<b>60</b>		
<b>Summary Total - Program Courses</b>				<b>1130</b>	<b>64</b>		<b>885</b>	<b>75</b>	<b>170</b>

**Elective Options: Choose 25 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

**Note: All 25 credits must be taken within the specialization option.**

**FEE SCHEDULE \*\***  
**ENDOSCOPIC TECHNICIAN HS1-AS DEGREE**

	<u>In-State</u>	<u>Out-of-State</u>
<b><u>ENROLLMENT FEES</u></b>		
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
<b><u>TEXTBOOK FEES</u></b>		
Textbooks, list provided (approximate)		
Required texts	\$1,450.36	\$1,450.36
Optional texts		
<b><u>TUITION FEES</u> (see current GCSC Catalog)</b>		
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 (12 college credits)	\$ 1,185.00	\$ 4,316.52
Spring Term (12 college credits)	\$ 1,185.00	\$ 4,316.52
Summer Term (12 college credits)	\$ 1,185.00	\$ 4,316.52
Fall Term (4 college credits)	\$ 395.00	\$ 1,438.84
<b><u>LAB FEES</u></b>		
(includes: Student Liability/Accident Insurance)		
Fall Term (1 course)	\$ 55.00	\$ 55.00
Spring Term (2 courses)	\$ 85.00	\$ 85.00
<b><u>GRADUATION COSTS</u></b>		
Certification Exam - approximately	\$ 120.00	\$ 120.00
<b>SCRUBS / LAB COAT - GCSC patch for each:</b>	\$ 100.00	\$ 100.00
<b><u>Total Program Fees (approx.)</u></b>	<b>\$ 8,240.36</b>	<b>\$24,941.80</b>

Current fee schedule includes approximate fees for the entire program. Fees are subject to change without notice. See current information available in the Admissions Office. Anyone requiring financial aid must initiate arrangements with the Financial Aid office. Refund policy is outlined in the current GCSC 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 as 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.

## Textbook Information:

Semester Session	Course Number	Courses	College Credits	Endoscopy Technician Textbooks 2016-2017
Fall Semester	STS1300	Surgical Anatomy and Physiology	5	1. Principles of Anatomy and Physiology Tortora, ISBN 978-0-470-91777-0, 12th Ed., in either loose leaf binding or bound book; your preference 2. Medical Terminology For Health Professionals, 7th Ed. Delmar, ISBN 978-1-111-54327-3 3. The Human Body Coloring Book DK ISBN 9780756682347 4. Taber's Cyclopedic Medical Dictionary; current Edition; F.A. Davis
	HSC2520	Microbiology for Peri-operative Services	3	1. Microbiology w/ Diseases by Body System 4th Ed. Bauman; Pearson; ISBN 978-0-321-82159-1
	HSC1000	Orientation to Peri-operative Services	3	1. Surgical Technology for the Surgical Technologist, Positive Care Approach; 4th or more current Ed.; ISBN-13: 978-1-1110-3756-7 2. Workbook to Accompany Text. ISABN978-1-1110-3758-1
	HSC1000L	Orientation to Peri-operative Services Lab	1	1. Operating Room Skills Fundamentals for the Surgical Technologist (2013); Dankanich Pearson, ISBN -13: 978-0-13-509378-3 2. Printed GCSC Instrument Manual
	STS2361	The Art of Teamwork in Surgery	1	1. Effective Human Relations 11th Ed. or most current in Bookstore; ISBN 13: 978-0-538-74750-9
FALL SUBTOTAL			13	
Spring Semester	STS1925	Endoscopy Basics	6	1. The Basics of Flexible Endoscopy Processing and Workbook
Session 1	STS1925L	Endoscopy Basics Lab	6	1. CBSPD Flexible Endoscope Reprocessing Certification Exam Study Guide, 3rd Edition
Spring Semester	STS1926	Endoscopy Technician Theory	3	1. SGNA Manual of Gastrointestinal Procedures 2 2. SGNA Manual of Pulmonary Procedures for Endoscopy Nurses, 2nd Ed., ISBN-13 978-0977906512
	STS1926L	Endoscopy Tech Lab and Clinical	1	1. SGNA GI Nursing Pocket Guide: Level One, ISBN-13 978-0977906529 2. SGNA GI Nursing Pocket Guide: Level Two, ISBN-13 978-0977906581
	STS2365	Professional Skills for the O.R. Team	1	
SPRING SUBTOTAL			17	
PROGRAM TOTAL			30	

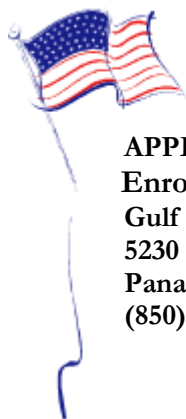
**NOTE: Textbook/Editions are subject to change. Please request an updated list before purchasing.**

## Additional Information:

### 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 hours 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.





## APPLICATION INSTRUCTIONS FOR THE COLLEGE

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

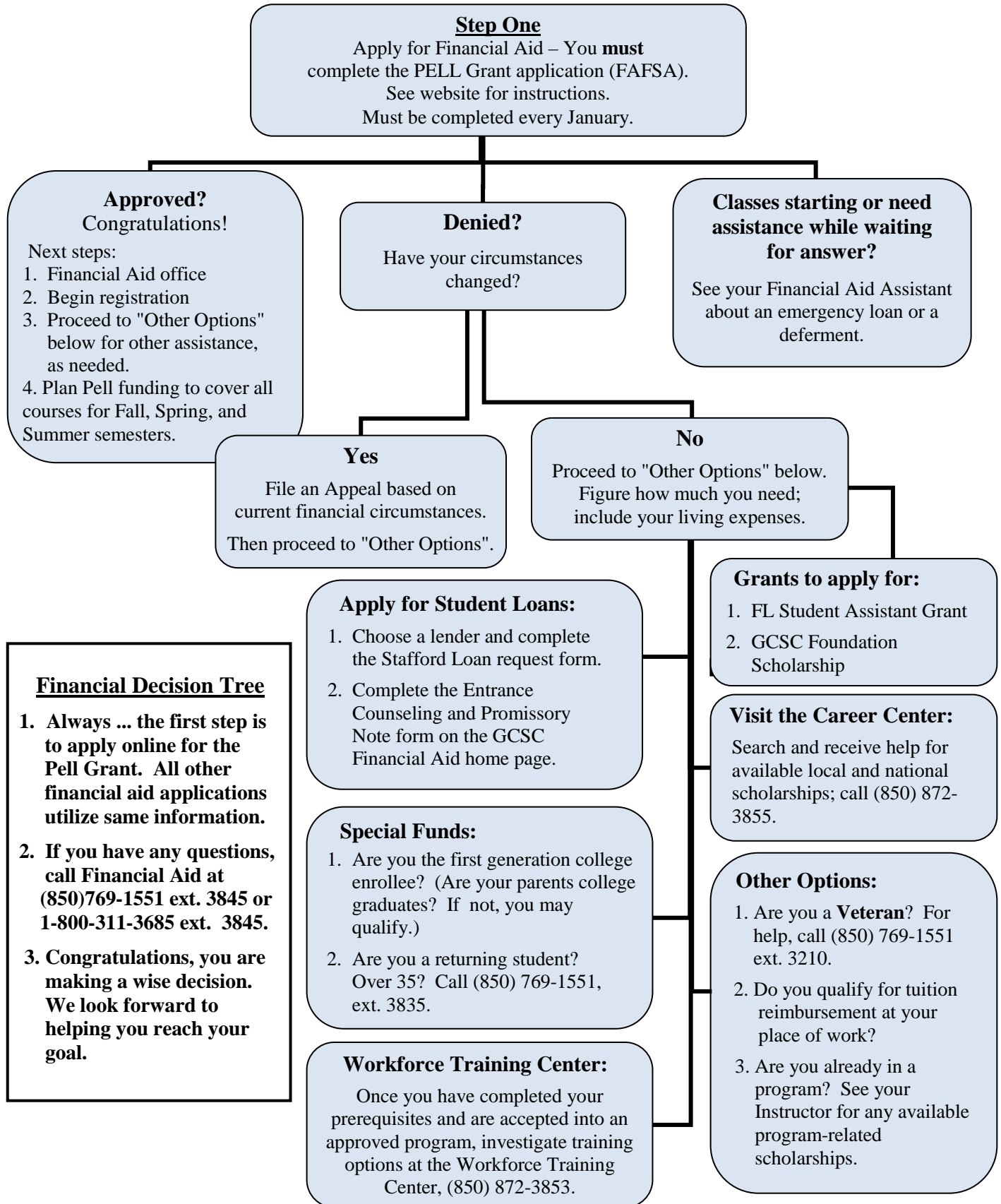
### HOW TO APPLY TO THE COLLEGE ONLINE

1. Go to [www.gulfcoast.edu/admissions/online\\_application.htm](http://www.gulfcoast.edu/admissions/online_application.htm) . Scroll down to bottom of the web 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 reenter 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 Admissions Office. Always select the current term (example: Fall 2013, for August 2013). Complete the online college admissions application by clicking on each section until all sections are completed, and select **SURA as 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 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 admissions or checking the status of your application, contact the Enrollment Services Office at (850) 872-3892.

# 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 [www.gulfcoast.edu/finance\\_assist/default.htm](http://www.gulfcoast.edu/finance_assist/default.htm)

# 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 **\$1.15 cents postage** on a **10x13** envelope.  
**\*\*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.

## Examinee 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** \_\_\_\_\_

**MAIL REQUEST FORM TO:**  
GED Testing Office  
Florida Department of Education  
325 West Gaines Street, Room 634  
Tallahassee, Florida 32399-0400

**FOR ADDITIONAL ASSISTANCE, CALL:**  
850/245-0449  
1-877-352-4331 (Toll-free, Florida Only)

# 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 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 admissions to **Gulf Coast State College**. In order to complete my admission process, I need an **official transcript** 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: \_\_\_\_\_

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## SCHOOLS MAIL TO:

**Gulf Coast State College  
Enrollment Services  
5230 West Highway 98  
Panama City, Florida 32401-1058**

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

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

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

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

**GCSC Health Sciences Division  
Personal Reference Form - Endoscopic Technician**

**COMPLETED BY STUDENT:** I, \_\_\_\_\_ 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 health care field, health care 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 health care 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 health care 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.

Trait	Above Average	Average	Below Average	No Basis to Judge Applicant
Communication skills, clarity				
Cooperation, team player, gets along with 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 - Endoscopic Technician**

**COMPLETED BY STUDENT:** I, \_\_\_\_\_ 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
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RECOMMEND WITH RESERVATIONS DO NOT RECOMMEND

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

Trait	Above Average	Average	Below Average	No Basis to Judge Applicant
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Cooperation, team player, gets along with 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.: \_\_\_\_\_