



## Health Sciences Division Surgical Services Programs

**Deadline to apply is  
June 1st each year.**

**Applications are accepted after  
the deadline provided space is  
available in the program.**

# Surgical Technologist Program

Thank you for selecting the Surgical Technologist Program at Gulf Coast State College (GCSC). You have chosen an accredited program with a great pass rate and reputation. Our program meets all the criteria necessary for students to sit for the accredited national examination accepted by all hospitals. Upon successful completion of all national requirements, the student is credentialed to use the title "Certified Surgical Technologist (CST)." There are two options for this program; a College Credit Certificate (SURC-CCC) of 49 credits, or an Associates in Science Surgical Services degree (HS1-AS) of 64 credits.

The traditional, campus-based **15 month, full-time program (including prerequisites)** is intensive for those with no surgical program experience. The recommended Fall classes begin in August each year. (See the attached Master Schedule.) Students continue into the Spring program based on their performance in the Fall prerequisite courses. The full year **core course** format begins in January and the program time commitment is equivalent to 36-40 hours per week including hands-on lab simulation practice which prepares you for your clinical experiences. Additional time studying for exams and preparing for cases is completed at home or online.

Please read the enclosed application packet to learn more about our program or visit our website <https://www.gulfcoast.edu/academics/programs/surgical-services-surgical-technologist-as/index.html> for information regarding student responsibilities and the job classification of surgical technologist. The official website of the Association of Surgical Technologists is located at [www.ast.org](http://www.ast.org) with information regarding a career in Surgical Technology.

If you decide that becoming a surgical technologist is for you, then begin the process by applying to the program 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. **The application deadline is June 1st.** *Applications may be accepted after the deadline provided there is space available in the program.*

If you are already a certified surgical technologist interested in obtaining your A.S. Degree in Surgical Services, you can be awarded up to 45 credit hours based on your portfolio submission of experience and proof of current certification as a surgical technologist (CST). To graduate, you must complete at least 25% or 19 credits over a continuous period of enrollment to graduate from GCSC with the degree.

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

Sincerely,

Libby McNaron  
RN, CST, CSFA, CNOR, MSN, MSHRM, FAST  
Coordinator, Surgical Services

rev. 9/2018

**Surgical Technologist Program  
Health Sciences Building  
Third Floor, Room HS-326**



**SURGICAL TECHNOLOGY**

Surgical Technology is a rewarding career opportunity. In this program of study, students are taught the technical skills necessary to become employed as an entry-level Surgical Technologist (Operating Room Technician - Occupational Title 678).

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

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

**CAREER OUTLOOK AND OPPORTUNITIES**

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

**ACCREDITATIONS**

The **Surgical Technology** program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Accreditation Review Council of Education of Surgical Technology and Surgical Assisting.

**Commission on Accreditation of Allied Health Education Programs**  
25400 US Highway 19 N., Suite 158  
Clearwater, FL 33763  
(727) 210-2350  
[www.caahep.org](http://www.caahep.org)

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

**AFFILIATIONS**

Gulf Coast State College is affiliated with Bay Medical Center Sacred Heart, Gulf Coast Regional Medical Center, Northwest Florida Surgery Center, Panama City Surgery Center, Panama City Plastic Surgery, and Gulf Coast Facial Plastics & ENT in Panama City, Florida. Also with Plastic Surgery Institute and Spa (Lynn Haven), Jackson Hospital (Marianna), Northwest Florida Community Hospital (Chipley), Doctor's Memorial Hospital (Bonifay), Fort Walton Beach Medical Center (Fort Walton Beach), Southeast Alabama Medical Center (Dothan), Capital Regional Medical Center (Tallahassee), and Sacred Heart Health System Pensacola which includes Pensacola, Sacred Heart Hospital on the Gulf (Port St. Joe), and the Sacred Heart Hospital on the Emerald Coast (Destin). Facilities may be added or deleted based on the needs of the program and affiliates. Affiliations are necessary to complete the clinical components of the program.

## 2016 Average Hourly Pay Rate Bureau of Labor Statistics\*

State	Hourly Pay Rate
Alabama	\$16.54
Alaska	\$26.45
California	\$28.12
Colorado	\$23.43
Florida	\$20.35
Georgia	\$19.64
Illinois	\$21.32
Kentucky	\$19.27
Minnesota	\$25.34
New York	\$24.73
Oregon	\$23.94
Texas	\$21.65
Virginia	\$22.15
Washington	\$26.20

\* Salaries included both entry-level and experienced, and certified and non-certified members.

Projections data from the Bureau of Labor Statistics <http://www.bls.gov/oes/current/oes292055.htm#st> :

Occupational Title	SOC Code	Employment 2015	Projected employment 2020	Change 2014-2024	
				Number	Percent
Surgical Technologists	29-2055	99,800	114,500	14,700	15%

Employment estimate and mean wage estimates for this occupation May 2015:

Employment	Employment RSE	Mean hourly wage	Mean annual wage	Wage RSE
105,720	1.2 %	\$22.50	\$46,800	0.3 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$15.25	\$17.78	\$21.71	\$26.46	\$31.16
Annual Wage	\$31,720	\$36,980	\$45,160	\$55,030	\$64,800

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

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

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

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

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

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

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

## **CAAHEP-ARC/STSA Standards**

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

<b>Surgical Technology School Year</b>	<b>CAAHEP Annual Report Year</b>	<b>Certification Pass Rate</b>	<b># Students</b>	<b>National Average</b>
<b>8/1/2017- 7/31/2018</b>	<b>2019</b>	<b>100%</b>	<b>13/13</b>	<b>Unknown</b>
<b>8/1/2016 – 7/31/2017</b>	<b>2018</b>	<b>100%</b>	<b>18/18</b>	<b>59% &amp; 77% Web</b>
<b>8/1/2015 – 7/31/2016</b>	<b>2017</b>	<b>87%</b>	<b>13/15</b>	<b>70%</b>
<b>8/1/2014 - 7/31/2015</b>	<b>2016</b>	<b>94%</b>	<b>17/18</b>	<b>70%</b>
<b>8/1/2013 - 7/31/2014</b>	<b>2015</b>	<b>88%</b>	<b>14/16</b>	<b>70%</b>
<b>8/1/2012 - 7/31/2013</b>	<b>2014</b>	<b>94%</b>	<b>16/17</b>	<b>72%</b>
<b>8/1/2011- 7/31/2012</b>	<b>2013</b>	<b>95%</b>	<b>20/21</b>	<b>66%</b>
<b>8/1/2010 - 7/31/2011</b>	<b>2012</b>	<b>100%</b>	<b>14/14</b>	<b>56%</b>



# Student Checklist

## Surgical Technologist Program

### Applicant Responsibilities



#### Apply to the College

- \_\_\_\_ Step 1. **New students should apply for General Admission to GCSC.** Applications are available online at <https://www.gulfcoast.edu/apply>.
- **Returning students who have not attended GCSC in the last year must reapply for admission.**  
*While working on admission to this program, you may choose the Associate of Arts as your major only if you intend to complete that separate degree either before or after this limited access program. To request a major change, visit: <https://www.gulfcoast.edu/admissions/documents/program-change-form.pdf>. Students declaring an unintended major for the sole purpose of receiving financial aid may be subject to penalties including repayment of any financial aid received.*
- \_\_\_\_ Step 2. **New students must pay the \$20 non-refundable college application fee online at <https://mygcsc.gulfcoast.edu>** online, at the Bookstore, or at the GCSC Business Office (in person or by phone). If this is not paid, you will be unable to register for courses. *There is no fee for returning students to GCSC.*
- \_\_\_\_ Step 3. **New "first time" GCSC students (who are not college transfer students or those with degrees) must complete the College Orientation at no expense, either in person or online.** The instructions are at: <https://www.gulfcoast.edu/admissions/new-student-orientation/index.html>. **Orientation** must be completed in order to register for courses.
- \_\_\_\_ Step 4. **Request OFFICIAL high school transcripts, or GED equivalent with scores, and have them mailed to Enrollment Services at GCSC. Evidence of high school graduation date must be on file to register a 2nd semester.** Forms are available in the Enrollment Services Office, online, or in this application packet.
- \_\_\_\_ Step 5. **Request OFFICIAL transcripts from all colleges attended, and have them mailed to Enrollment Services at GCSC.** A request form is available in 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 the 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.*
- NOTE:** When applying to the program, if you have *any type of degree* (including a Bachelor's Degree or higher), any course substitutions must be made on an External Credit Evaluation form. You must request this analysis of your transcripts with the Enrollment Services Office; call Merissa Hudson, ext. 4888.
- NOTE:** In order to transfer, the college or university must be accredited by a regional or nationally accepted accreditation program as approved by GCSC policies as outlined by Florida State Department of Education and SACS / CAAHEP (Accreditation Standards). Please verify that the course(s) you will be taking from other institutions (an accredited institution) qualify for transfer prior to enrollment in that course.
- If you are Certified Surgical Technologist (CST) wanting an A.S. Degree only, submit a copy of your current certification.***
- \_\_\_\_ 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 and 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 or SAT scores may be utilized instead if you have already taken those exams within the past two years. See Test Score Worksheet.

- **Students may be exempt** from taking the entrance exams or college orientation if they have attended college level courses, have an Associate Degree or higher, or have taken ENC1101. *However, if you do not have any testing scores, you will not be able to earn those extra points for the selection process.*
- *Minimum scores for entry into the CCC may be acceptable with additional testing and/or class requirements including Reading 86; Writing 86; and Math 104.* Those who meet the AS degree required scores will receive extra points in the selection process.
- **Note:** Assessment scores such as ACT, SAT, and PERT are utilized as part of the selection process. An admission criteria selection process based on performance in previous classes, GPA, etc. is utilized.
- **For those REQUIRED TO TAKE the College Placement Exam (PERT) or those who decide to take the exam to earn admission index points:** The PERT entrance tests can be taken at any Florida educational facility or college and scores transferred to GCSC. To hear testing schedule at GCSC, 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 facility's 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.
- If you wish to study prior to taking the exams, you may go online to take free practice tests, obtain a free study guide, and/or purchase a study guide (for reading, writing, and math) online or at a commercial bookstore.

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

### **Apply to the Surgical Technologist Program by the deadline of June 1st**

\_\_\_\_ **Step 8. Submit Surgical Technologist application forms** in person, by mail to GCSC Health Sciences, Attn: Craig Wise, 5230 W. Highway 98, Panama City, Florida 32401; or by fax to (850) 747-3246, Attn: Craig Wise, and include:

- \_\_\_\_ **1. Completed Program Application Form (enclosed)**
- \_\_\_\_ **2. Signed Duties Acknowledgement Form (enclosed)**
- \_\_\_\_ **3. Completed Student Planning Guide (enclosed)**
- \_\_\_\_ **4. Submit proof of age - 18 years or older prior to Jan. 1st Core program start date.**  
(COLOR COPY OF driver's license or ID card)

**Go to [www.ast.org](http://www.ast.org) to view job descriptions, certification requirements, and links about the job.** Watch surgery on television, and do personal research on the internet about the profession. Review information packets given to you, so that you are fully informed about this career. Be sure this is something you are interested in and that it will meet your personal and financial needs.

\_\_\_\_ **Step 9. Give 2 people you know the Personal Reference Forms** (enclosed) to complete (*and follow-up later to make sure they have been submitted*). **Be sure to print your name and sign the top section giving them permission to fill out the form.** References can be from a pastor, family friend, former teacher, or current/past employer. The reference forms can be dropped off or mailed to GCSC Health Sciences, Attn. Craig Wise, 5230 West U.S. Highway 98, Panama City, Florida 32401.

### **Register for Prerequisites Courses; deadline is August 20th**

\_\_\_\_ **Step 10. Schedule initial advising meeting** with Coordinator Libby McNaron, [Lmcnaron@gulfcoast.edu](mailto:Lmcnaron@gulfcoast.edu), or our Health Sciences Advisor, Craig Wise, (850) 913-3311 **to evaluate transcripts** for possible course substitution, and/or **enroll** in recommended prerequisites, if not already completed. (See attached Master Schedule.)

If you are a **licensed EMT, CNA, or LPN, proof of current licensure or certification must be submitted** with portfolio packet for external credit or course substitutions. Your student folder must be complete with regard to any steps above.

\_\_\_ **Step 11.** Once you receive your e-mail from the coordinator with instructions: **Complete the CastleBranch Clinical Clearance Process by the first Week of FALL classes.** Upload the following forms, **by the first day of FALL classes,** to continue in the prerequisite classes HSC1000 and HSC1000L, Orientation to Perioperative Services and Lab. This is required in order to visit clinical sites. **Failure to complete or submit all forms prior to clinical attendance can result in a failing grade in the lab class, and those students will be ineligible to continue into the January courses. When completed, these papers are to be uploaded to CASTLEBRANCH.** (instructions will be given!)

\_\_\_ **GCSC Physical Examination form 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 a Mantoux TB Screening Form (obtain from Coordinator). This is an annual requirement; CastleBranch will send you a reminder.

\_\_\_ **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 Program.

\_\_\_ **Satisfactory background check, at student's expense, which must be completed as instructed by CastleBranch.**

\_\_\_ **A chain-of-custody 10-panel urine drug screen, at student's expense,** is required by affiliating clinical agencies for clinical clearance. (Follow the directions in GCSC paperwork and CastleBranch.)

\_\_\_ **Complete and upload the Admission Career and Advising Form** (obtain from application packet).

\_\_\_ **Submit copy of current CPR certification card and maintain certification throughout the entire program.** Acceptable card must be from an American Heart Association ***BLS Healthcare Provider course.*** Courses are available through GCSC Corporate College (located 2<sup>nd</sup> floor, Student Union East Building) or in the community.

\_\_\_ **Step 12.** **Pay for the courses that you are registered in.** You can pay online through My GCSC (Lighthouse) at <https://mygcsc.gulfcoast.edu>, 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 Enrollment Services Office to register immediately and pay for courses *the same day,* or arrange financial aid.**

### **Admission to the Core Surgical Technology Courses in January**

\_\_\_ **Step 13.** Applicants with the highest composite scores (based on test scores, GPA, completion of prerequisite courses with grade of "C" or better, etc.) will receive a provisional acceptance into the core program. In the event there is a tie between any of the qualified applicants, an interview will be scheduled for those tied.

\_\_\_ **Step 14.** **The Program Coordinator will send you a provisional acceptance packet with instructions.**

\_\_\_ **Step 15.** **Students will be offered a Program Orientation meeting.** This meeting will provide information about what to expect during the program and what the instructors expect 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 Program Orientation meeting with the student.

***Deadline to apply is June 1st each year.  
Applications are accepted after the deadline provided space is available in the program.  
Core classes begin in January. Enroll in recommended prerequisites by August / Fall semester.***

## **IMPORTANT INFORMATION REGARDING YOUR BACKGROUND**

Applicants to the surgical programs in the Health Sciences Division of Gulf Coast State College work very hard to meet the entry requirements for selection. Our programs make every effort to accept as many academically qualified students as possible. In addition to meeting basic entry requirements, however, applicants must also consider how their personal history and background may affect their ability to meet admission and clinical requirements, sit for various state licensure exams, and ultimately gain employment.

### **Criminal Background Checks**

As part of your provisional acceptance into the surgical programs, an acceptable background check (including Level II fingerprinting) and drug screening must be completed. Gulf Coast State College utilizes CastleBranch Corporation for this service, as well as tracking compliance with immunizations and other program requirements. 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.

***Student applicants DO NOT complete background checks until directed to when provisionally accepted into the Surgical Programs. Information and instructions on how to complete the background check will be sent by the program coordinator.***

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

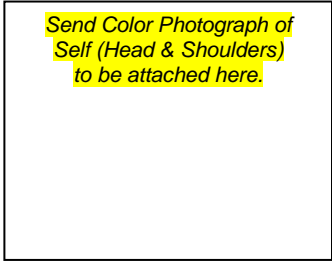
Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Health Sciences program. In addition to these specific convictions, there are 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**

5230 West U.S. Highway 98  
Panama City, FL 32401-1058  
(850) 872-3827 or (850) 913-3311  
Fax: (850) 747-3246

Date received by office:  
  
Date student contacted:

**APPLICATION FOR ADMISSION  
SURGICAL TECHNOLOGIST PROGRAM**

- SURC-CCC College Credit Certificate - Prerequisites start August; Core Program starts January.
- HS1-AS Degree in Health Sciences with ST specialization \_\_\_ *General Education Plan Requested*
- Check, if you are a CST - Certified Surgical Technologist wanting an A.S. Degree*  
CST Program potential start dates: The next \_\_\_ August; \_\_\_ January; \_\_\_ May

**Answer ALL Questions: Please TYPE or PRINT (Please submit form as soon as possible).**

Name \_\_\_\_\_  
First Middle Last Maiden Name

**Mandatory** GCSC Student ID #: **A0** \_\_\_\_\_ Male  Female

Home Address \_\_\_\_\_  
Street and No. City State Zip County

Permanent or Mailing Address (if different from above): \_\_\_\_\_

Preferred e-Mail: \_\_\_\_\_ Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Business Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell 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? Certificate?	What was your Major/Minor?
High School or GED					
Technical Program					
College or University					
College or University					

**LICENSES AND CERTIFICATIONS - ATTACH COPIES**

Professional Licenses \_\_\_\_\_  
or Certifications \_\_\_\_\_  
Type Issued by which State / Agency License No. Expiration Date

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**CONTACT INFORMATION**

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

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

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**HEALTHCARE RELATED WORK EXPERIENCE and/or VOLUNTEER EXPERIENCE**

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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 \_\_\_\_\_

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**PLEASE READ AND SIGN THE FOLLOWING**

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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 to 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 Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 West U.S. Hwy 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: \_\_\_\_\_



# Surgical Technologist Program Duties Acknowledgement Form



## Duties and Responsibilities

A surgical technologist is a healthcare professional whose primary responsibility is to maintain the sterile field, understand the procedure being performed, anticipate the needs of the surgeon, maintain a current knowledge base, maintain quality patient care during the operative procedure, and maintain constant vigilance regarding the adherence of aseptic technique by all members of the surgical team. They handle the instruments, supplies, and equipment necessary before, during, and after the surgical procedure. In addition to the technical aspects of the profession, the technologist must always be aware of the patient's condition and needs.

## Special Qualifications

In addition to minimum requirements regarding Reading, Writing, and Math skills, 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, e.g., mentally tracking surgical supplies and performing anticipation skills during the operation.
3. Synthesize information from written material and apply the knowledge to various situations.
4. Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.

## Psychomotor Qualifications

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

## Physical Qualifications

1. Able to stand, bend, stoop, and/or sit for long periods of time in one location, as much as 10 hours in rare instances, with minimum/no breaks.
2. Able to lift a minimum of 20-25 pounds. Able to push/pull equipment, etc. weighing up to approximately 40 pounds for up to 20% of work time.
3. Able to refrain from nourishment or restroom breaks for periods up to 6 hours.
4. Ability to walk or stand up for up to 80% of the work time.
5. Able to assist with and/or lift, move, position, and manipulate patient who is unconscious with/without assist devices.
6. Successfully complete acceptable CPR certification course: American Heart Association **BLS Healthcare Provider**.

## Environment

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

## Communication Qualifications

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

I have read the above and feel that it is within my ability to carry out the duties, responsibilities, and qualifications of a surgical technologist. 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 a current chest x-ray done and results submitted; as well as submission of a satisfactory physical examination form signed by a healthcare provider, and a completed immunization form.

SIGNATURE

DATE

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

# Student Planning Guide

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

**Skip to Question 6, if you are a current CST.**

1. Describe what a Surgical Technologist does during their work day.
2. Describe what job positions are available to a Certified Surgical Technologist (CST). Where does a Surgical 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 Surgical Technologist.  
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 I want to enroll in this program? Why do I want to be a Surgical Technologist? Have an AS Degree?
7. What are my goals? 2 years 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 Technologist 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. Personally consider ... do I have the following?

Family support:

Transportation:

Tuition:

Living expenses/ Bill management:

Computer resources for online segments:

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

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

What will be your time challenge?

How will you manage it?

**CURRICULUM: SURGICAL TECHNOLOGY SPECIALIST**

**CCC and/or A.S. DEGREE SURGICAL SERVICES**

TERM	COURSE S	COURSE/ACTIVITY	Clock Hours	College Credits	Semester Sequence	Class 15/1	Lab 55/1	Clin 80/1
For A.S. Degree prior to, or after, completion of the ST Certificate.	ENC1101 *	English Composition I	45	3	A.S. Degree	45		
	PSY2012 or SYG2000 *	Psychology OR Sociology	45	3	A.S. Degree	45		
		Humanities * (Level I, II, III)	45	3	A.S. Degree	45		
		Mathematics * (MAC, MGF or STA)	45	3	A.S. Degree	45		
		Natural Science* (BSC, CHM, GLY, PHY)	45	3	A.S. Degree	45		
TOTAL GENERAL EDUCATION * Required for AS Degree only.			225	15		225		
Fall Semester Required Pre-reqs	HSC1000	Orientation to Periop Services	45	3	Prereq	45		
	HSC1000L	Orientation to Periop Services Lab	55	1	Prereq		40	15
	HSC1531	Medical Terminology	30	2	Prereq	30		
	HSC2520	Microbiology for Periop Services	45	3	Prereq	45	GM Stain	
	STS1300C	Surgical Anatomy and Pathophysiology	90	6	Prereq	60	15	15
TOTAL FALL PREREQUISITES			265	15		180	55	30
Spring Semester	STS1340C	Pharmacology & Anesthesia	60	3	Spring Session	45	15	
	STS1310	Surgical Techniques and Procedures	90	6	Spring Session	90		
	STS1310L	Surgical Techniques and Procedures Simulation Lab	110	2	Spring Session		110	
	STS1940C	Intro to Surgery Clinical	170	2	Spring Session	10		160
TOTAL SPRING			430	13		145	125	160
Summer Semester	STS2323	Surgical Procedures I	60	4	Summer Semester	60		
	STS2323L	Surgical Simulation LAB I	55	1	Summer Semester		55	
	STS2361	The Art of Teamwork in Surgery	15	1	Summer Semester	15		
	STS2944C	Surgical Clinical I	250	3	Summer Semester	10		240
	STS2953	Surgical Technologist Portfolio I	15	1	Summer Semester	15		
TOTAL SUMMER			395	10		100	55	240
Fall Semester Session A	STS2324	Surgical Procedures II	60	4	Fall Semester	60		
	STS2324L	Surgical Simulation Lab II	55	1	Fall Semester		55	
	STS2365	Professional Skills for the O.R. Team	15	1	Fall Semester	15		
	STS2945C	Surgical Clinical II	250	3	Fall Semester	10		240
	STS2954	Surgical Technologist Portfolio II	15	1	Fall Semester	15		
Fall Semester	STS2936	Surgical Certification Symposium	15	1	Fall Semester	15		
TOTAL FALL SEMESTER			410	11		115	55	240
TOTAL PROGRAM - CCC is 49 credits			1500	49		540	290	670
TOTAL PROGRAM - A.S. Degree in SS is 64 credits			1725	64		765	290	670

**FEE SCHEDULE \*\***  
**Surgical Technologist - College Credit Certificate**

	<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 / Drug Screening	\$ 166.50	\$ 166.50
<b><u>TEXTBOOK FEES</u></b>		
Textbooks (approximate; list provided)		
Required texts	\$1,287.54	\$1,287.54
Optional texts		
<b><u>ASSOCIATION DUES</u></b>		
Association Surgical Technologist	\$ 45.00	\$ 45.00
<b><u>TUITION FEES</u></b> (see current College Catalog)		
Prerequisites (15 college credits)	\$ 1,481.25 (CC \$98.75)	\$ 5,395.65 (CC \$359.71)
Spring Term (13 college credits)	\$ 1,283.75	\$ 4,676.23
Summer Term (10 college credits)	\$ 987.50	\$ 3,597.10
Fall Term (11 college credits)	\$ 1,086.25	\$ 3,956.81
<b><u>LAB FEES</u></b> (Includes Student Liability/Accident Insurance)		
Prerequisites	\$ 91.00	\$ 91.00
Spring Term	\$ 201.00	\$ 201.00
Summer Term	\$ 190.00	\$ 190.00
Fall Term	\$ 353.00	\$ 353.00
<b>SCRUBS/LAB COAT - GCSC patch for each:</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>STUDENT CLUB:</b>	<b>\$ 10.00</b>	<b>\$ 10.00</b>
<b>Total Program Fees (approx.):</b>	<b>\$ 7,307.79</b>	<b>\$20,094.83</b>

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 GCSC Catalog. The certification examination application will be completed as part of the required graduation exercises.

**Note:** Additional expenses required include the physical examination by your physician of choice, immunizations if necessary, comfortable shoes (much standing), and physician shirt (gift to surgeon when you follow him for the day), and warm-up jacket. 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. 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 GCSC Bookstore. 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 change from the other requirements, manufacturer, or provider.

## FEE SCHEDULE \*\*

### Surgical Technologist - A.S. Degree

	<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 / Drug Screening	\$ 166.50	\$ 166.50
<b><u>TEXTBOOK FEES</u></b>		
Textbooks (approximate; list provided)		
Required texts	\$1,287.54	\$1,287.54
Optional texts		
<b><u>ASSOCIATION DUES</u></b>		
Association Surgical Technologist	\$ 45.00	\$ 45.00
<b><u>TUITION FEES</u></b> (see current College Catalog)		
<b>General Education (15 college credits)</b>	<b>\$ 1,481.25</b> (CC \$98.75)	<b>\$ 5,395.65</b> (CC \$359.71)
Prerequisites (15 college credits)	\$ 1,481.25	\$ 5,395.65
Spring Term (13 college credits)	\$ 1,283.75	\$ 4,676.23
Summer Term (10 college credits)	\$ 987.50	\$ 3,597.10
Fall Term (11 college credits)	\$ 1,086.25	\$ 3,956.81
<b><u>LAB FEES</u></b> (Includes Student Liability/Accident Insurance)		
General Education and Prerequisites	\$ 91.00	\$ 91.00
Spring Term	\$ 201.00	\$ 201.00
Summer Term	\$ 190.00	\$ 190.00
Fall Term	\$ 353.00	\$ 353.00
<b>SCRUBS/LAB COAT - GCSC patch for each:</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>STUDENT CLUB:</b>	<b>\$ 10.00</b>	<b>\$ 10.00</b>
<b>Total Program Fees (approx.):</b>	<b>\$ 8,789.04</b>	<b>\$25,490.48</b>

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 GCSC Catalog. The certification examination application will be completed as part of the required graduation exercises.

Additional expenses required include the physical examination by your physician of choice, immunizations if necessary, comfortable shoes (much standing), and physician shirt (gift to surgeon when you follow him for the day), and warm-up jacket. 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. Additional purchases may be offered, but are not required such as a school shirt, etc.

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

*Note: For the CST desiring an A.S. degree, total fees will include a minimum of 16 credits, 25% of the program that would include application fees, tuition, and books which must be taken through GCSC (State of Florida requirement). Contact Libby McNaron at [Lmcnaron@gulfcoast.edu](mailto:Lmcnaron@gulfcoast.edu) for a degree plan and a CST to A.S. Degree application packet.*

# RESPONSIBILITIES

## SCRUB ROLE

Preoperative (before procedure):

1. Don operating room attire and personal protective equipment.
2. Prepare the O.R.
3. Gather/check necessary instrumentation, equipment, and supplies.
4. Create and maintain the sterile field: open supplies.
5. Perform surgical scrub.
6. Don sterile gown and gloves.
7. Organize the sterile field for use: set up the back table.
8. Count necessary items with circulator.
9. Assist team members during entry of the sterile field.
10. Expose the operative site with sterile drapes.



Intraoperative (during procedure):

1. Maintain highest standard of sterile technique during the procedure.
2. Maintain the sterile field.
3. Pass instrumentation, equipment, and supplies to the surgeon and surgical assistant as needed.
4. Assess/anticipate needs of the patient and surgeon and provide the necessary items in order of need.
5. Medication preparation and handling.
6. Count necessary items.
7. Specimen care.
8. Assist with other intraoperative tasks.
9. Prepare and apply sterile dressings.

Postoperative (after procedure):

1. Assist surgical team with patient care, when needed.
2. Prepare instruments for terminal cleaning of the surgical suite.
3. Assist other members with terminal cleaning of the surgical suite.
4. Assist with preparing the surgical suite for the next patient.

## 2nd CIRCULATING ROLE

Preoperative

1. Obtain appropriate sterile and nonsterile items needed for the surgical procedure.
2. Open sterile instruments, supplies, and equipment.
3. Check patient's chart, identify patient, and verify surgery to be performed with consent form.
4. Transfer patient to operating room table.
5. Provide comfort and safety measures.
6. Provide verbal and tactile reassurance to patient.
7. Assist anesthesia personnel.
8. Position the patient, using appropriate equipment and safety measures.
9. Apply electrosurgical grounding pads, tourniquets, and monitors on patient using appropriate safety measures.
10. Perform preoperative skin preparation.
11. Perform counts.

Intraoperative:

1. Position and operate equipment needed for the procedure.
2. Anticipate additional supplies needed during the procedure.
3. Facilitate communication between sterile and nonsterile areas.
4. Record accurate documentation throughout the procedure.
5. Care for specimens.
6. Secure dressings after incision closure.

Postoperative:

1. Help transport patient to recovery room
2. Assist in terminal cleaning of the surgical suite.
3. Prepare for the next patient.





# **Additional Information**

## **STUDENT TIME COMMITMENT**

This course is a full-time intense course of study and requires many hours of homework and practice to be successful. Students should plan to be in 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.

Clinical assignments begin at approximately 6:15 a.m. Additional clinical call assignments are made for weekday evenings and some weekends during the last semester. The clinical preparation, practice lab time, course assignments, and study time/homework outside the scheduled hours must also be considered an additional time commitment due to the intense training of the program. Additional physicians' lectures may occur as late as 6:30 p.m.

The amount of preparation time and homework varies according to the needs of the individual but is usually 2-3 hours every day for the average student during the entire course. We look forward to helping you along this path of discovery to a new successful career.

## **CALL EXPERIENCE**

Call begins on an individual basis once competency is determined satisfactory in basic scrub skills, but not prior to 3 months. Call experience includes hours designated as "On Site." During these hours, the student is required to be on site either scrubbing cases that are in progress or performing other assigned tasks.

Other hours designated as "On Call" indicate that student will be available via phone, cell phone, or beeper to respond within 30 minutes to the assigned clinical site. Clinical rotation and call assignments will be distributed prior to the beginning of clinical experiences with the call experiences beginning with course STS 2945 Surgical Procedures II Clinical. All call experiences must be completed.

## **NAILS**

Fingernails should be kept clean, short (1/4 inch), and healthy. Nail polish may not be used. Artificial nails are not to be worn as they have a higher variety and amount of pathogenic bacteria and fungus grown, 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.

## **Association Information**

National Association of Surgical Technologists

Website: **[www.ast.org](http://www.ast.org)**

- Annual Convention with education in May of each year
- Monthly journal with contact hours to maintain certification
- Sets certification requirements, provides continuing education contact hours, tracks member contact hours, and organizes state assembly committees to lobby for surgical technologists

## **National Certification Information**

National Board of Surgical Technology and Surgical Assisting

Website: **[www.nbtsa.org](http://www.nbtsa.org)**

- Prepare and verify qualifications to sit for the examination
- Committees prepare test questions and verify validity
- Issue credentials and assist with renewal process every 4 years
- Verify credentials



## APPLICATION INSTRUCTIONS FOR THE COLLEGE

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

### HOW TO APPLY TO THE COLLEGE ONLINE

1. Go to <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 you will not be able to register without going through the Enrollment Services Office). Always select the current term (example: August 2018 for Fall semester 2018; January 2019 for Spring semester 2019; May 2019 for Summer semester 2019; and August 2019 for Fall semester 2019). 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 prerequisite classes until the college application fee is paid.**
  - Returning students who have not attended GCSC in the past year must reapply to the College to update their status, but there is no 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 college application fee paid. Be sure to take the PERT exam 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 this program application packet.
11. For questions about applying for admission or checking the status of your application, contact the Enrollment Services Office at (850) 872-3892.

## **Request for Official Florida GED Diploma and/or Transcript**

**PLEASE READ THIS SECTION CAREFULLY BEFORE COMPLETING YOUR REQUEST FORM.**

**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 8 a.m. to 5 p.m. 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](http://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 U.S. Highway 98**  
**Panama City, Florida 32401-1058**

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

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

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

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

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

**GCSC Health Sciences Division  
Personal Reference Form – Surgical Technology**

**COMPLETED BY STUDENT:** I, (Print Name) \_\_\_\_\_ give permission to \_\_\_\_\_ to fill out this personal reference for me. I appreciate their candor and understand that this form is confidential. However, Under Federal law entitled the "Family Educational Rights and Privacy Act of 1974," students are given the right to inspect their records including recommendation forms. I \_\_\_\_\_ do \_\_\_\_\_ do not (CHOOSE ONE) waive my rights to review the content of this form. I do release the person completing this form 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:**

1 How long have you known this applicant and in what capacity? \_\_\_\_\_

How well do you know the applicant? \_\_\_\_\_ Very Well \_\_\_\_\_ Fairly Well \_\_\_\_\_ Slightly

2. In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity?

YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain why: \_\_\_\_\_

3. Would you allow this individual to provide healthcare for you or your family if you were ill? YES \_\_\_\_\_ NO \_\_\_\_\_  
If no, please explain why: \_\_\_\_\_

4. To your knowledge, is there anything that might interfere with or limit the success of this applicant in the healthcare field? \_\_\_\_\_

5. 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 \_\_\_\_\_

6. Please indicate whether or not you recommend this applicant as being suitable to enter the Healthcare program.

Circle one: RECOMMEND WITH ENTHUSIASM RECOMMEND  
RECOMMEND WITH RESERVATIONS DO NOT RECOMMEND

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

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

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

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

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



## GCSC Health Sciences Division Personal Reference Form – Surgical Technology

**COMPLETED BY STUDENT:** I, (Print Name) \_\_\_\_\_ give permission to \_\_\_\_\_ to fill out this personal reference for me. I appreciate their candor and understand that this form is confidential. However, Under Federal law entitled the "Family Educational Rights and Privacy Act of 1974," students are given the right to inspect their records including recommendation forms. I \_\_\_\_\_ do \_\_\_\_\_ do not (CHOOSE ONE) waive my rights to review the content of this form. I do release the person completing this form 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:**

1. How long have you known this applicant and in what capacity? \_\_\_\_\_  
 How well do you know the applicant? \_\_\_\_\_ Very Well \_\_\_\_\_ Fairly Well \_\_\_\_\_ Slightly
2. In the healthcare field, healthcare personnel have access to confidential information from charts and files and are required to handle drugs and controlled substances. With this in mind, do you place full confidence in the applicant's integrity?  
 YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain why: \_\_\_\_\_
3. Would you allow this individual to provide healthcare for you or your family if you were ill? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If no, please explain why: \_\_\_\_\_
4. To your knowledge, is there anything that might interfere with or limit the success of this applicant in the healthcare field? \_\_\_\_\_
5. 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 \_\_\_\_\_
6. Please indicate whether or not you recommend this applicant as being suitable to enter the Healthcare program.  
 Circle one:                      RECOMMEND WITH ENTHUSIASM                      RECOMMEND  
     RECOMMEND WITH RESERVATIONS                      DO NOT RECOMMEND
7. Please check or write in the spaces to indicate the traits that best describes the applicant:

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

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