Delaware County Community College

Effective January 1, 2022, proof of Covid vaccination will be required for students entering a program with a clinical component.

The Surgical Technology Program at Delaware County Community College (DCCC) is a special admission program with limited seating. The process for applying to the Program is called "petitioning." The process of petitioning requires the candidate to fulfill ***all entrance requirements listed in this packet, including taking the Test of Essential Academic Skills (TEAS) test, achieving required benchmark scores on that test, and earning required coursework credit*** as detailed within the Surgical Technology Program Entrance Requirement Packet ***prior* to submitting their petition.**

While admission is competitive, acceptance depends on the size and qualifications of the applicant pool. Please note that meeting all the admission criteria does not guarantee acceptance into the program. The responsibility for correctly completing the surgical technology program petitioning process lies with the applicant. Failure to complete all requirements as detailed in the Surgical Technology Program Entrance Requirements Packet will result in an incomplete petition. Incomplete petitions must be corrected prior to May 31, 2024, to be considered for a seat in the program or to be assigned to the waitlist. Please note that program seats often fill prior to this final deadline.

- All applicants must meet the admissions criteria as stated in this packet before a seat in the program or a position on the wait list can be awarded. Admission requirements for the program are subject to change each year. This packet outlines the entrance requirements for the year noted above. All applicants to the program are required to meet the requirements for the year in which they submit their petition, including those who have previously applied or who are currently enrolled at Delaware County Community College taking general education and/or pre-requisite courses.

- There is a maximum of **18 seats** available each fall.

- The Surgical Technology courses begin **each fall semester** and are offered during the **daytime only**. (See page 3.)

- All petitions and supporting documentation must be submitted no later than **Tuesday, May 31, 2024,** to be considered for a seat in the Fall 2024 program or for a position on the waitlist.

- Petitions and/or supporting documentation submitted after May 31, 2024, will not be considered for seating. The information in this packet will expire on May 31, 2024.

- Grades for courses scheduled for the 2024 Summer I, 10-week Summer I Session, and the Summer II Session **will** **not** be available by the petitioning deadline. Therefore, all prerequisite and developmental courses must be completed by the end of the 2024 Spring Semester to be eligible to petition and for program consideration.

- The Admissions Office encourages candidates to complete and submit all requirements as soon as possible as the program often fills prior to this date.

- All candidates are encouraged to attend a virtual INFORMATION SESSION. See 2nd box below.

Petitioning Dates

Candidates residing in **sponsoring*** school districts may petition beginning: **Monday, October 9, 2023**

All other candidates may petition beginning: **Monday, November 16, 2023**

*At present, the sponsoring school districts are Chester Upland, Garnet Valley (Bethel residents only), Haverford, Interboro, Radnor, Ridley, Rose Tree Media, Southeast Delco, Springfield, Upper Darby, Wallingford-Swarthmore (Rutledge and Swarthmore residents only), and William Penn.

Virtual Surgical Technology Information Sessions

Attending a virtual Information Session via Zoom is <u>highly recommended</u> in order to learn more about the curriculum and the special admission requirements. Be sure to <u>read the entire packet prior to the session</u>.

VIRTUAL INFO SESSION DATES AND TIMES ARE POSTED HERE: www.dccc.edu/surgical-info-sessions
<u>Registration is required VIA THE LINK ABOVE to participate in a session!</u>

WHAT'S NEW FOR FALL 2024?

Please note the following important changes to the Fall 2024 petitioning include:
- **TEAS Testing**
- **Rubric Scoring & Ranking**
- **Overall GPA increase to 2.5**

FACTS ABOUT THE PROGRAM & PETITIONING

1. Upon successful completion of the curriculum, students receive an associate in applied science (AAS) degree and are eligible to sit for the national certification examination for surgical technologist (CST) offered by the NBSTSA (National Board of Surgical Technology and Surgical Assisting) to become a Certified Surgical Technologist. Certification as a Surgical Technologist (CST) is mandatory to work as a surgical technologist in the state of Pennsylvania.

2. Admission into the Delaware County Community College surgical technology program is selective due to the limited seating. The Surgical Technology Admissions Committee will make the final selection of candidates after careful evaluation of an applicant's demonstrated ability and potential for success. The Committee relies on the scores the applicant achieves on the Test of Essential Academic Skills (TEAS), grades earned in coursework, and overall GPA. A scoring rubric is utilized to total earned points. Candidates are ranked using their Grand Total of points earned (see Page 10). Seats in the program are awarded based on a highest to lowest ranking system of the total rubric points earned.

3. Surgical technology classes and clinical (AHS 100 & 101 through AHS 200 & 201) begin every fall semester and take ten (10) months, three (3) semesters to complete. The semester sequence, once accepted into the program, is fall, spring, and summer I. Courses in the program are sequential and cannot be completed faster. Surgical technology classes and clinical are only offered during the day. Clinical assignments are based on hospitals affiliated with DCCC and availability. Clinical choice is not guaranteed and can be assigned.

4. **Qualified candidates may be offered a seat for the program**, if one is available after all steps have been successfully completed and reviewed by the Surgical Technology Admissions Committee by the May 31, 2024, deadline. **Student petitions received before January 31, 2024, with a rubric score of 180 and have met all program requirements may be notified of acceptance before May 31, 2024.**

5. **Candidates must complete these five pre-requisite courses before they can apply for a seat in the program. While students may transfer classes, students must have a GPA generated from coursework taken at DCCC. All courses cannot be transferred into DCCC from other colleges.**

    - English Composition I (ENG 100)
    - General Psychology (PSY 140)
    - Human Anatomy & Physiology I (BIO 150) or Human Anatomy & Physiology II (BIO 151)
    - Applied Microbiology (AHM 220)
    - Humanities elective

6. **Credits received for BIO 150 and BIO 151 (Human Anatomy and Physiology I & II) prior to enrollment in AHS 100 and 101 for Fall 2024 must be dated Summer I, 2019 or later to be considered current.** Courses taken before this deadline will need to be repeated. Candidates must achieve a minimum of a "C" or better in BIO 150 and BIO 151. Please contact the Assessment Services at DCCC for information on the transferability of Anatomy & Physiology at assess@dccc.edu or 610.359.5324. Courses with virtual labs are not accepted.

7. **The Surgical Technology Admissions Committee will make a final selection of candidates after careful evaluation of an applicant's demonstrated ability and potential for success. The Committee relies on the scores the applicant achieves on the Test of Essential Academic Skills (TEAS), grades earned in coursework, and overall GPA when choosing candidates for the program. A scoring rubric is utilized to total earned points. Candidates are ranked using their Grand Total of points earned (see Page 10). Seats in the program are awarded based on a highest to lowest ranking system of the total rubric points earned. Once accepted to the program, a <u>mandatory</u> Surgical Technology planning session** for admitted students will be held in June **2024**. During this session, students will participate in an advisement session and register for program coursework. Admitted students will be notified by email regarding the date of this required session.

8. **Accepted students to the program are <u>required to purchase a second package</u>** from Castle Branch. The package includes: 1) drug screening 2) Nationwide Healthcare Fraud & Abuse scan, and 3) document management.

9. **<u>Admitted students</u> must pass a drug test** to be eligible for the clinical experience. Instructions on how and where to take the drug test will be explained to admitted students during the required special planning session.

10. **In addition to normal tuition, fees, and books, students are required to purchase** insurance and items specific for clinical rotation.

11. **It is the student's responsibility to notify both the Admissions and Records Offices of any changes** in address or phone number. It is important that the correct contact information is on file at all times.

12. **If a student fails or withdraws from any one of the Surgical Technology courses and wishes to repeat the course**, they must petition for readmission through the Allied Health & Nursing Division, not the Admissions Office. See the current Delaware County Community College catalog for more information or contact the Allied Health & Nursing Division at 610-359-5353.

13. **The National Certification Exam** outcomes assessment exam (OAE) participation for the class of 2022 was reported as 100%. The OAE pass rate for the National Certification Exam for surgical technology (CST) was 50% for the class of 2022.

14. **The clinical case requirement of 120 surgical procedures is required** of all surgical technology students. Students must complete a minimum of 30 General Surgery cases with 20 in the first scrub role and a minimum of 90 cases in various specialties, with 60 in the first scrub role.

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to Title IX Coordinator: (610-359-5092). TTY for the hearing impaired: 610-359-5020. Inquiries related to accessibility services for students should be directed to the Office of Disability Services, 610-359-5229.

Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104. The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP), www.caahep.org, 9355 – 113th Street. N, #7709, Seminole, FL, 33775, phone (727) 210-2350, FAX: (727) 210-2354.

PETITIONING PROCESS

The Surgical Technology (ST) program at Delaware County Community College (DCCC) has a unique, two-part application process that is required for all ST candidates. In order to be considered for admission into the Surgical Technology program, applicants must complete the items listed in PART 1/General Admission.

Once the general admission process is complete, a candidate may proceed and complete the items in PART 2/Special Admission and Petition for the College's ST program. Be certain to distinguish between general admission and special admission. Both application processes must be completed correctly in order for the candidate's petition to be considered.

Opening and closing deadlines apply to the petitioning process (See page 1.) Both PART 1 and the items in PART 2 must be complete **before a candidate can submit their petition for consideration.** Note: Personal letters of recommendation and character references are not considered towards admission.

PART 1
General Admission

General Admission is the first step required for consideration into the Surgical Technology (ST) program. This process will provide students with acceptance to the College and access to register for non-clinical classes, but not to the actual clinical portion of the program.

1. Complete and submit a general admission application to the Admissions Office. It is best to indicate on the application your intent to apply to the College's ST Program by choosing HSTU (Health Studies) as a major code. Being accepted into HSTU does not guarantee nor imply special consideration for acceptance into the actual ST Program. (See Requirement #1, page 6.)

2. Demonstrate college readiness in English & mathematics. (See Requirement #2, page 6).

3. Transfer previously earned college credits into Delaware County Community College. (See Requirement #3, page 6.) Students must have a GPA generated from coursework taken at DCCC.

4. Submit an official, final copy of high school documentation. (See Requirement #4, page 7.)

5. It is recommended, but not required, that a student complete the Free Application for Federal Student Aid (FAFSA). (See Requirement #5, page 8.)

6. Complete orientation & register for non-clinical, general education and prerequisite coursework. (See pre-requisite course work under Requirement #6, page 8.)

7. Participate in a **SURGICAL TECHNOLOGY INFORMATION SESSION** to learn more about the program and the requirements needed to complete the petition process. Directions on how to register on the first page of this packet.

PART 2
Special Admission

Upon completion of the general admission process, candidates can begin the second part of the process: submission of their Surgical Technology petition. Each candidate is required to *complete all requirements* to be considered for the program. Opening and closing deadlines apply. (See pages 1 & 2.)

1. **Verify** that the College has received the required high school graduation documentation. This document must be received and stored on the College's database before a candidate can petition. (See Requirement #4, page 6,

2. Meet with the Program Director *after attending* a virtual Information Session *and registering for classes*. (See Requirement #7, page 9.)

3. Properly complete the course work requirements for admission. (See Requirement #8, page 9)**.**

4. Obtain and electronically store all three clearances on Castle Branch. Note: Photocopies of all three background clearances: FBI, Child Abuse & Statewide Criminal PA Report must also be submitted at the time of petitioning. (See Requirement #10, page 11.)

5. Maintain a Delaware County Community College overall minimum GPA of a 2.5 or higher from the time of petitioning to entrance into AHS 100 & 101. (See Requirement #11, page 13.)

6. Be in compliance and in good standing with the College's Code of Conduct. (See Requirement #12, page 15.)

7. Provide proof of residency via a valid, current, legible photocopy from the approved list of documents. (See Requirement #13, page 15.)

8. Submit your petition form and all required PDF documents via email to: petitioning@dccc.edu (See Requirement #14, page 15.

REQUIREMENTS FOR ADMISSION

All admission requirements listed on the following pages, ***must be completed before*** a candidate can petition. A seat in the program or a position on the waitlist will not be awarded until all requirements have been met. Please note the program often fills prior to the final deadline date, which for Fall 2024 entrance consideration is <u>May 31, 2024.</u> Therefore, the Admissions Office encourages candidates to complete and submit all requirements as soon as they have fulfilled requirements.

#1: APPLY FOR GENERAL ADMISSION

Complete a Delaware County Community College application for admission. Current students, those enrolled or currently registered for classes, do not need to apply to the College again. If you previously enrolled at the College and stopped attending for **one year or longer**, you must submit another application and indicate that you are applying for **readmission**. It is important to note that acceptance to the College does not guarantee acceptance into this special admission program. **Link to the application page here:** https://www.dccc.edu/apply.

Students will receive a Welcome Packet via USPS approximately one week after their application is received and processed. The Welcome Packet will include important information about accessing the student communications portal delaGATE and "Next Steps" in the enrollment process.

#2: DEMONSTRATE COLLEGE READINESS IN ENGLISH & MATH

<u>All candidates</u> **must demonstrate college readiness to begin college-level coursework.** Please note that students can waive the placement test with the appropriate SAT or ACT scores or other measurements. Criteria for waiving the Accuplacer Placement Test can be found here: https://www.dccc.edu/placement-testing.

Students new to the College experience who do not meet the criteria to waive the Placement Test will be required to take the Accuplacer Placement Test. This test will measure the student's current academic level in English composition, reading, and mathematics. Test results will assist the College advisors in developing an educational plan, including any remedial coursework that may be necessary.

Before students can schedule placement examinations, a Delaware County Community College application must be submitted

(See Requirement #1). For questions about course placement, contact Assessment Services at either 610-359-5322 or 610-325-2776 or testingcenter@dccc.edu.

#3: TRANSFER COLLEGE CREDITS EARNED

If applicable, submit official transcript(s) from each college and/or university attended. Send all official, final transcript(s) to the following address:

> **Delaware County Community College**
> **901 South Media Line Road**
> **Media, PA 19063**
> **Attn: Admissions Office**

If an electronic document-sharing service is offered by the sending institution, a final, official e-transcript should be sent to: **records@dccc.edu.** Transcripts *cannot* be emailed directly by students. They must be sent by an electronic document-sharing platform (e.g., Parchment or the National Student Clearinghouse).

Once evaluated and transferred into DCCC, evaluated credits will appear on the student's Degree Works page marked with a "T" indicating that course(s) were accepted in transfer. The process to transfer courses may take 4-8 weeks; please plan accordingly in order to meet petitioning deadlines.

INTERNATIONAL CREDENTIALS: If you attended a college or university outside the United States and want to transfer those credits earned into the College, you must submit a course-by-course evaluation report from an approved credential evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at www.naces.org. Please note, English courses from foreign countries **are not eligible for transfer** into the College; therefore, these students must take the English and reading portions of the Placement Test (See page 6 on how to schedule the Placement Test). Students with questions should contact the office of international admissions at international@dccc.edu.

#4: HIGH SCHOOL CREDENTIALS

Submit a sealed, official, final document indicating successful high school graduation or its equivalency. This step must be completed by *all candidates* regardless of post-secondary educational experience(s). If you have been a student at the College in the past, please take note that a copy of your high school transcript **may no longer be on file** if you have had a gap in your enrollment with the College for a year or longer. Follow the directions and verify that this required document is on file with the College to ensure that you have met this requirement. **If you are in doubt about this document being on file, we recommend that you have it sent again and follow through with a verification request to the Admissions Office as noted below.**

CHOOSE THE SCENARIO APPROPRIATE FOR YOU and follow the directions accordingly:

1. **HIGH SCHOOL TRANSCRIPT**
   Contact the Guidance Department of the high school where you graduated. Request an official and final transcript to be sent directly to the College. (See the College's mailing address below.)

2. **GED TRANSCRIPT 30-Credit Plan Diploma**
   Contact the Department of Education (DOE) in the state where you were granted your GED. Most DOE's offer a "Transcript Request Form" that can be accessed by using the "SEARCH BOX" on their website.

   IMPORTANT NOTE: An open copy of your GED test scores indicating that you passed the GED test or a copy of your diploma are **not acceptable documents**. You must **order a separate, official copy** of your GED transcript from the DOE and have that document sent directly from the DOE to the College to fulfill this requirement. (See the College's mailing address below.)

3. **INTERNATIONAL DOCUMENTATION**
   If you attended high school outside the United States, you must submit a document-to-document evaluation report that indicates you earned credentials equivalent to a U.S. high school diploma. This document must come from an approved credentialing evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Services (NACES). A current list of members can be found at www.naces.org. (See the College's mailing address below.)

DIRECTIONS: WHERE TO SEND YOUR HIGH SCHOOL, GED, OR NACES MEMBER EVALUATION TRANSCRIPT.

Have your official, final credentials sent to:

> **Delaware County Community College**
> **901 South Media Line Road**
> **Media, PA 19063**
> **Attn: Admissions Office**

If an electronic document sharing service is offered by the sending institution a final, official, e-transcript should be sent to **records@dccc.edu.** Transcripts *cannot* be emailed directly by students. They must be sent by an electronic document sharing platform (e.g., Parchment or the National Student Clearinghouse).

DIRECTIONS: VERIFY THAT YOUR HIGH SCHOOL CREDENTIALS ARE PROPERLY ON FILE

Verify that your official, final, high school credentials are properly on file with the College. To verify the receipt of this required document by the College, please email the Admissions Office (admiss@dccc.edu) with the information below. **Do not telephone the College for this information.** Instead, please email the address above with the information below:

- **Your full name as indicated by your permanent records at the College**
- **Maiden name, if applicable**
- **Date of Birth**
- **DCCC Student ID Number (P#)**
- **Name of school or agency**

CREDIT FOR PRIOR LEARNING

Students may be eligible to receive or earn credit for knowledge acquired through life and work experiences that are closely related to the learning objectives of the College's credit courses. This knowledge may have come through on-the-job experiences, professional workshops, non-credit classes, business or technical schools, personal study or other pursuits.

*Portfolio Development	*College Level Examination Program (CLEP)	*Credit by Examination
*Credit for Military Training Schools	*Transfer Credits from Other Colleges	*Advanced Placement

Students interested in pursuing credit for prior learning options should contact Assessment Services at **610-359-5322** or email assess@dccc.edu

#5: APPLY FOR FINANCIAL AID (FAFSA)

One of the keys to success in college is having a plan to pay for your education. This step is **highly recommended,** yet not an admission requirement and therefore, not required to petition. Applying for financial aid is easy when you follow the step-by-step guide offered on the College's website at**: http://www.dccc.edu/fafsa.** Deadlines apply, so file your application without delay. If you have questions or need help regarding financial aid, call the College at 610-359-5330 or email finaid@dccc.edu.

#6: ORIENTATION & COURSE REGISTRATION

All new students to the College are required to complete Orientation prior to meeting with an Advisor for course selection:
1. Visit orientation.dccc.edu.
2. You will be prompted to log into your delaGATE account using your DCCC ID number (included in your admission letter and starts with a P00). Your initial password will be your date of birth in the format of MMDDYY (e.g., 122198).
3. Once logged in, follow the prompts to complete the modules.
4. Upon FULL completion of Orientation, you will receive a certificate of completion.

With the help of an Advisor, candidates should register for pre-requisite & non-clinical general education courses. It is highly recommended that all the non-clinical courses (those listed without "AHS" as a prefix) be completed prior to entering the program. This academic plan will best prepare the candidate for academic success. A list of the non-clinical courses can be found on page 17. New students should review the directions on how to schedule an appointment with

an advisor via the Welcome Packet they receive after applying to the College. Current students should move to Requirement #8 below.

#7: MEET WITH THE PROGRAM DIRECTOR FOR ADVISEMENT

After your courses are scheduled (see Requirement #6) candidates are *required to set an appointment* with th*e* Program Director, Dr. Jacqui Bak, for follow-up program advisement **prior to petitioning to the program**. To schedule an appointment with Dr. Bak, email her at **jbak1@dccc.edu.**

#8: PRE-REQUISITE COURSEWORK

All candidates must fulfill the following entrance requirements prior to the May 31, 2024, deadline to be awarded a seat in the 2024-25 Surgical Technology Program or a position on the waitlist. Please take note that seats in the program often fill prior to this deadline.

REQUIRED PRE-REQUISITES COURSE (COMPLETE FIVE COURSES)

Achieve a "C" or better and a cumulative GPA of 2.5 or higher in all five (5) of the following pre-requisite courses. Please note, the GPA will be calculated using only the following five (5) courses below:

1. **English Composition (ENG 100)**   **3 credits**
2. **General Psychology (PSY 140)**   **3 credits**
3. **Humanities Elective**   **3 credits**
4. **Human Anatomy & Physiology I (BIO 150)** **4 credits**
5. **Applied Microbiology (AHM 220)**   **1 credit**

In order to petition for a seat in the program, the five (5) prerequisite courses listed above must successfully be completed and a grade posted or the notation of the letter "T" for transfer or "CR" for course credit be listed on the candidate's Degree Works page **before a candidate can submit their petition** for seating consideration. Please note although students may transfer in pre-requisite courses, students must have a GPA from courses taken at DCCC. The deadline to have these credits earned and listed on the student Degree Works page is **May 31, 2024.**

Important Note: Course grades for classes taken in the Summer I, as well as the 10-week Summer I-semester format and the Summer II semester, *will not* be earned in time to meet the **May 31, 2024**, petitioning deadline.

Students choosing to submit courses completed at other colleges/universities to fulfill the Course Credit Option should note that their GPA will be **recalculated according to the College's grading system** and credit value for admissions purposes only. That recalculation will be conducted using all five of the "Credit Option" courses taken. Students must have a DCCC course GPA to petition into the program and not one solely created by transfer courses.

DIRECTIONS: CALCULATE GRADE POINT AVERAGE (GPA) ON PRE-REQUISITE COURSES

1. Determine the points earned in each course. Must earn a "C" or better. (A=4 points, B=3 points, C=2 points).
2. Multiply the number of credits by the number of grade points for each course to determine the quality points.
3. Divide the sum of the quality points by the total number of credits.
4. The result is the GPA for the pre-requisites.

COURSE/GRADE *Must earn a "C" or better*	CREDITS EARNED IN COURSE	GRADE POINTS	QUALITY POINTS
English Composition I	3		
General Psychology	3		
Humanities Elective	3		
BIO 150 or BIO 151	4		
Applied Microbiology	1		
	TOTAL # OF Credits:		SUM:

CANDIDATE SELECTION & RUBRIC SCORING

The selection of candidates for the program is determined by using the Rubric of points below. Students earn points based on their performance on the Test of Essential Academic Skills (TEAS), grades earned for coursework, and the candidate's legal residency. A candidate's total Rubric score will be ranked against other candidates who petitioned. Seats in the program and positions on the wait list are awarded by the highest to the lowest ranking system using a candidate's Total Points earned on the Rubric.

Application points reviewed by the admission committee.

Category	Points Value	Max Points	Points Earned
Overall GPA	Must have an overall GPA of 2.5 or higher to be eligible for consideration. 4.0 – 3.5 = 25 points 3.49 – 3.30 = 20 points 3.29 – 2.5 = 15 points	25 points	
Prerequisite Course GPA	A "C" or better must be achieved in the following courses. **A = 10 B = 5 C = 3** ENG 100_____ PSY 140_____ BIO 150_____ AHM 220_____ HUM elective_____	50 points	
	Pre-Req GPA Calculated on Page X	GPA	
Overall TEAS Composite Test Score	TEAS COMPOSITE SCORE 90 - 100% = 30 points 80 - 89% = 25 points 70 - 79% = 20 points 60 - 69% = 15 points 59% = 10 points	30 points	
TEAS Categories	Accepted Scores for Adjusted Individual Categories (AIS)		
	Lowest Highest		
TEAS Reading	69 % 100%		
TEAS Science	59 % 100%		
TEAS Math	60 % 100%		
TEAS English	59 % 100%		
Scoring for Individual TEAS Categories	90 - 100% = 30 points 80 - 89% = 25 points 70 - 79% = 20 points 60 - 69% = 15 points 59% = 10 points	120 points	
	Meet with the Program director within 6 months of Petitioning	5 points	
	Attend an Information Session within 6 months of Application	5 points	
		Total	

#9: TAKE THE TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

All candidates are required to submit qualifying TEAS version 7 scores at the time of petitioning. Having earned a bachelor's degree or higher does not exempt a candidate from this requirement. All candidates are required to take the TEAS. Studies have shown that scores on the TEAS test are a predictor of success in the Allied Health field. Consequently, the College relies on the TEAS scores and their earned coursework when determining an applicant's candidacy for the program, their potential for success in the program and on the CST exam.

It is highly recommended, though not required, that students complete all necessary remediation coursework before attempting the TEAS. In addition, taking as many of the non-clinical general education and/or pre-requisite courses (see Requirement #6 Orientation & Course Registration) like Human Anatomy & Physiology I & II (BIO 150 & BIO 151), English and a college-level math will best prepare a testing candidate for the rigors of the TEAS.

A. Applicants must achieve all the following minimum Adjusted Individual Scores (AIS) from a single testing session:

    1. Composite: 59%
    2. Reading: 69%
    3. Science: 59%
    4. Mathematics: 60%
    5. English Language and Usage: 59%

B. Candidates for the Fall 2024 program may take the TEAS a total of three times (3) between the dates of July 3, 2023, and May 1, 2024. All TEAS tests must be taken within these dates to be eligible to petition for Fall 2024 program consideration. Once a candidate has reached the three-time maximum within this TEAS Testing Period for entrance in Fall 2024, no other TEAS testing attempt(s) will be considered. Therefore, candidates should carefully prepare to take the TEAS. (See "How to Prepare for the TEAS" located on the next page.) If a candidate takes the TEAS more than three times (3x) within the allotted TEAS testing period, only the first three attempts will be considered for entrance into the Fall 2024 Surgical Technology Program.

C. Applicants who do not achieve the minimum scores listed above from a single testing session out of three (3) attempts during the TEAS Testing Period WILL NOT be considered for the program, even if all the other requirements are completed. A student's highest scores from a single test out of a possible three (3) attempts will be used in the selection process.

D. Scores from more than one test are not split or mixed, nor are the scores rounded up or down. Candidates must meet the exact percentage score as presented above to be a valid passing score in a single session. For example, if the minimum score needed is 59%, earning 58.9% does not fulfill the requirement.

E. There is no required wait time between testing, but research shows that remediation and studying of weak content areas is a best practice before taking the TEAS again.

F. The test lasts approximately 3.5 hours. Each of the four sections has its own time limit. DCCC is accepting only in-person TEAS Exam results for TEAS Exams taken at the Marple campus. The testing schedules are posted on the ATI Testing website. See page 12, "How to Schedule the TEAS."

G. A basic 4-function calculator is embedded in the math section of the test for student use.

H. You will receive your TEAS results immediately upon completion of the test. A separate score report will not be mailed to you. The College will receive and record your TEAS results electronically.

I. If you have a documented learning disability, contact the Office of Disability Services (610-325-2748) for further instruction.

HOW TO PREPARE FOR THE TEAS

1. It is recommended that candidates complete both Human Anatomy & Physiology I and II (BIO 150 and BIO 151) prior to attempting the TEAS. The Science section of the TEAS is heavily weighted with anatomy & physiology questions. Therefore, having successfully taken both Human Anatomy & Physiology I and II (BIO 150 and BIO 151) will best prepare a candidate for the rigors of this standardized test. Additionally, research suggests that the more pre-requisite and general education courses a candidate has completed prior to taking the TEAS, such as a college-level math and English Composition, the more successful the candidate will be on the TEAS.

2. The ATI TEAS Study Guide is available for purchase through ATI Testing at www.atitesting.com. The Delaware County Community College Bookstore also carries the Study Guide for purchase. Limited copies are available for review in the Learning Commons for students with a valid College student ID card and proof of registration for the test.

3. Online practice exams and study resources are available at www.atitesting.com for a fee. Please note practice exam scores are not considered valid scores for admission into the program.

4. At times, the College's Continuing Education Department offers TEAS Test Preparation Courses. For information and registration please call: 610-359-5025.

HOW TO SCHEDULE THE TEAS TEST

Delaware County Community College is a TEAS testing site. Candidates to the program must register, pay, and schedule TEAS testing through ATI Testing, the creators of the TEAS. **Candidates are only allowed to take the TEAS in person**. If you have questions, please contact DCCC's Testing Center at: testingcenter@dccc.edu.

Testing fees are non-refundable, and registrations with ATI are final. Students may reschedule only once per test through the College's Assessment Services office. To reschedule a test, please make your request by submitting a copy of the testing receipt to the Assessment Services office at assess@dccc.edu. The Assessment Services office will then contact you to reschedule a date/time.

TO SCHEDULE:

1. Go to www.atitesting.com.

2. Create an Account or Sign-In if you are a previous user.

3. Register for the TEAS – Use the drop-down menus to choose Delaware County Community College.

4. Choose your testing day, time, and campus location (if applicable) from the available offerings.

5. Check out and pay.

6. Print your confirmation and testing details.

7. Have your confirmation at the ready on testing day along with a current photo ID.
    NOTE: If at any time you have trouble navigating the process, please call ATI directly at: (800) 667-7531

#10: OBTAIN BACKGROUND CLEARANCES

Castle Branch has been contracted by the College to assist students in obtaining and storing required background clearances. Petitioning students **are required** to create a Castle Branch account, called myCB/CP, a secure platform that offers students directions on how to obtain the required clearances. The fee for this service is **$45.99**, payable to Castle Branch. The fee includes the cost for the Statewide Criminal PA Report which will automatically be posted on the student's myCB/CP account. Once the order has been placed, students may use their login to access additional features including document storage, portfolio builders, and reference tools.

A total of three (3) background clearances dated ***August 1, 2023***, or later are required to properly petition for entrance Fall 2024. Additional clearances may be required for out-of-state candidates. Both the **FBI and the Child Abuse reports** should be ordered from the **Department of Human Services**.

1. **Statewide Criminal PA Report** (included with the $45.99 fee & Castle Branch will post on your account
2. **Federal Criminal History (FBI) Report** – (IdentoGO/IDEMIA – see page 14).
3. **Child Abuse History Clearance** – (see page 14).

Clearances must be completed by the student and uploaded, stored, and approved by Castle Branch **before submitting a petition to the program**. Plan accordingly to meet deadlines as it can take **several weeks** for clearances to be processed by government agencies. Please note that securing clearances may be delayed during the current pandemic environment.

DIRECTIONS: SECURING AND STORING CLEARANCES WITH CASTLE BRANCH

1. Go to: **www.castlebranch.com**
2. Click the blue box "**Place Order**" at the top right-hand side of the landing page.
3. Enter **DD75r** in the Package Code box.
4. Click "**SUBMIT**"
5. Review the contents on this page, check off the boxes required to proceed and click "**CONTINUE**"
6. Fill out all the required fields to set up your account.
7. **PAYMENT INFORMATION-** At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted but will result in a $10 fee and additional turn-around time.
8. Castle Branch will email you **directions on how to obtain your FBI and Child Abuse reports**. These two clearances must be obtained from the **Department of Human Services.**
9. Castle Branch will automatically run and post your PA Criminal History report to your Castle Branch account. You must print this and create a PDF to attach and submit at the time of petitioning (See Requirement #14).
10. Upload the results you received for both the Child Abuse and FBI reports from the **Department of Human Services** to your Castle Branch account. Be sure to **check all criminal history reports for accuracy prior to uploading** to your Castle Branch account.
11. View your results on Castle Branch **prior to petitioning**. You will be notified by Castle Branch if there is any missing information needed to process your order. Your order will show as **"In Process"** until it has been completed in its entirety. Requirement #9 **is not complete until they are approved by Castle Branch**. This process can take **3 to 5 business days** once you upload the documents**.** Only if they are approved may a candidate petition if all other requirements listed in the packet are fulfilled.

If you need assistance with any of the above processes, please contact Castle Branch at 888-723-4263 (Option #1) or email: cpservicedesk@certifiedprofile.com

FBI Report	Child Abuse Clearance
Average time to obtain: 2-3 weeks (may take longer)	**Average time to obtain:** On-line ordering will take 2-3 weeks to get results back. Paper submissions take longer.
How to obtain: Go to the IdentoGO/IDEMIA website at https://www.identogo.com/locations/pennsylvania Scroll down and choose "Digital Fingerprinting." Enter the "Service Code" provided by Castle Branch. Follow the directions to complete your registration. For Reason Fingerprinted select: **EMPLOYMENT WITH A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN.** Results will be returned to you via U.S. Postal Service, so use your current, legal address. Once the final FBI report is mailed back to you via the U.S. Postal Service, open the letter and check for accuracy. Upload this document to your Castle Branch account. All Rap Sheet reports (if applicable) must be posted as well to fulfill this requirement.	**This clearance report is required even if you have never lived in Pennsylvania. For questions related to the PA Child Abuse History Clearance, please contact the Childline Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.** **How to obtain:** **ON-LINE SUBMISSION:** • Go To: https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx **PAPER SUBMISSION:** Paper submissions of the PA Child Abuse History Clearance Application will still be accepted for anyone who may not have access to the internet or who may be unable to access the self-service portal due to their attempting to access the system outside the U.S. Telephone 717-783-6211 or toll free at 1-877-371-5422 to learn the process for obtaining a paper copy.

Criminal Convictions

All Surgical Technology applicants are required to submit a PA Criminal History Report, a Federal Criminal History Report (FBI), and a Child Abuse Clearance report.

The College is not a healthcare provider and does not have a healthcare facility. Therefore, independent, third-party, healthcare providers offer the clinical experiences required for completion of the program. Clinical rotation sites that require a criminal background check, child abuse clearance and/or fingerprinting make their own determinations as to whether to accept or reject a student based on their criminal history. Thus, a site may deny a student's participation in the clinical experience, rotation, or fieldwork because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experiences for other reasons, such as failure of a required drug test or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations, or fieldwork is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of graduation or the inability to graduate from the program. Accordingly, admission into and success in the College's program does not guarantee or warrant participation at clinical sites.

Clinical experience in the program includes contact with children and older adults. This experience could be in hospitals, schools, or other community agencies. In order to participate in these experiences, students must obtain a criminal record check and child abuse history clearance prior to entrance into the program. This program requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law. Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the admissions committee.

Due to the serious potential negative ramifications of any background checks on admission/progression in the program, eligibility to qualify for licensure, and future employment in healthcare, applicants with criminal background checks are strongly encouraged to have these offenses reviewed by legal counsel.

NOTE: Once awarded a seat in the program, due to health care providers' policies, a drug screening is required for all newly accepted students prior to beginning their clinical experiences. If you are awarded a seat in the program, you will receive more detailed information on this requirement once accepted to the program.

#11: MAINTAIN A MINIMUM OVERALL GPA = 2.5

At the time of petitioning and through the start of AHS 100 and AHS 101, students must meet and maintain an overall minimum grade point average (GPA) of a 2.5 or higher for all college course work completed at DCCC to be considered for a seat in the program or to be offered a position on the wait list. If the student's overall GPA falls below the minimum 2.5 requirement at any time, the offer of admission to the Surgical Technology program or the position on the wait list will be revoked and they will not be permitted to register for, or begin, AHS 100 and AHS 101.

#12: CODE OF CONDUCT & ACADEMIC INTEGRITY

Involvement in any incident which resulted in disciplinary action, academic dishonesties, or violates the College's Code of Conduct in the Student Handbook is considered in the admissions process. The ST program reserves the right to deny admission to any applicant who has a documented history of or pending violation of the College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution or who refuses to abide by the requirements of the program. Any previous violations are addressed by the admission committee on a case-by-case basis and factors considered include the nature and severity of the incident, how long ago it occurred, and your forthrightness. If your standing at the College falls below good standing at any time after you are admitted to the program, or are assigned to the wait list, your offer will be revoked, and you will not be permitted to register for or begin the Surgical Technologist program. A copy of the Student Handbook can be downloaded from: http://www.dccc.edu/studenthandbook.

#13: PROOF OF RESIDENCY

Choose <u>one (1) of the approved documents below</u> and submit a PDF of that document when petitioning to the program to show proof of your current, legal address:

<u>ONLY ONE (1) OR THE OTHER IS NEEDED, not both documents:</u>

1. **Permanent driver's license or State ID.**
   *<u>Note</u>: Temporary update cards & duplicate licenses are <u>**not acceptable**</u>.*

2. **Utility bill with your name listed on the bill.**
   Note: Cell phone bills are **not** acceptable. Utility bills include gas, electric, water or sewer.

The above-named documents ***<u>are the ONLY acceptable forms</u>*** of proof of residency that will be accepted by the College. Failure to submit the appropriate/approved document will result in an "incomplete" petition. Please note that the address listed on the proof of residency submitted must match: 1) the legal address listed on the program petitioning form, 2) the legal address listed in the College's database, and 3) the legal address submitted on all background clearances. The Admissions Office reserves the right to request additional proof of residency documents as necessary.

#14: SUBMIT YOUR PETITION

Upon completion of requirements 1 through 11 above, visit www.dccc.edu/specialapps and complete the petition application. If you have previously applied to DCCC using the online application, please be sure to log in to your existing account. Please have the following items ready for upload:

1. A photocopy of an approved Proof of Residency – See Requirement #13 Proof of Residency.

2. Separate photocopies of all three clearances posted with Castle Branch – See Requirement #10 Obtain Background Clearances.

For any questions or concerns, please contact petitioning@dccc.edu

NOTIFICATION OF THE STATUS OF YOUR PETITION

1. The Admissions Office will notify candidates of their status through their online petition/application portal. The initial petitioning review can take up to 6 weeks or more from the date the petition was submitted. Final seating/waitlist award letters will be sent starting, after the opening of the Petitioning Period, starting May 31, 2024 (Applicants with an overall rubric score of 180 or higher may be notified sooner). We ask that candidates refrain from contacting the Admissions Office during the review period. Candidates are required to check their admissions portal on a weekly basis for status updates. Candidates will be notified as soon as their petition has been properly reviewed, ranked, and considered for a seat.

2. If a petition is incomplete, the candidate will be notified through their petition/admissions portal regarding any missing items/requirements. Candidates are required to check their admissions portal on a weekly basis for status updates. Any missing items must be submitted by the deadline date of May 31, 2024, before a candidate can be considered for a seat or assigned to the waitlist. Taking immediate action to complete any missing items is paramount as seats in the program often fill prior to the final deadline date.

3. All petitions received will be ranked via the scoring Rubric detailed on page 10. Please note, Rubric scores a candidate can earn for the TEAS are not mixed or matched between testing attempts, nor are the scores rounded up or down. Each candidate must meet the minimum scores exactly as required. For example, if the minimum score needed in a single section is 59%, a 58.9% is not a passing score.

4. If offered a seat in the program, candidates are required to pay a $100.00 deposit upon acceptance. The $100.00 will hold a seat for the Fall 2024 program only. All previous balances due to the College must be paid in full prior to submitting the $100.00 deposit. Deposit refunds will be issued only if the student: 1) remains enrolled in AHS 100 and 101 for the first three full weeks of the semester, and 2) does not have any outstanding balances due to the College at that time. If the student drops out of the program, at any time before the end of the third week, the deposit will not be refunded.

   Students are not permitted to defer their enrollment into the Surgical Technology Program for a future enrollment date.

5. Students on the waitlist are not carried over from year-to-year. Students will be notified via the email listed on their petitioning form regarding when the waitlist is dissolved.

6. Students are required to petition again for admission into a future entrance year and meet any new admissions requirements if they:

   • Do not meet the admissions requirements for 2024, as outlined in the Fall 2024 Surgical Technology Program Entrance Requirements Packet.
   • Are waitlisted and not offered a seat after the waitlist is dissolved.
   • Are unable to accept an offered seat for 2024. Students may not defer their admission in any case.
   • Informed the Admissions Office they are declining their seat or waitlist position for Fall 2024.
   • Drop out of the program after being assigned a seat in the class, but before the first day of class.
   • Fall below the minimum GPA requirement (2.5) and their seat was revoked.

7. It is the student's responsibility to notify the Admissions Office and the Records Office of residency and phone number (day and evening) changes. Current contact information is paramount.

SURGICAL TECHNOLOGY ASSOCIATE DEGREE SAMPLE CURRICULUM

Prerequisite to AHS 100 (Surgical Technique I): AHM 220 Applied Microbiology, 1 credit

Semester 1: (17 credits)   **CREDITS**

ENG 100-Composition I..3

PSY 140-General Psychology..3

BIO 150-Human Anatomy and Physiology I...4

AHM 220-Applied Microbiology 1

SOC 110-Introduction to Sociology..3

Humanities Elective 3

Semester 2: (16 credits)   **CREDITS**

AHM 233-Medical Terminology...3

BIO 151-Human Anatomy and Physiology II..4

AHA 207-Ethical/Legal Aspects of Health Care Management 3

COMM 100-Introduction to Interpersonal Communication...................................3

MAT 121-Introduction to Probability and Statistics 3

Semester 3: (13 credits) Fall Only*   **CREDITS**

AHS 100*-Surgical Technology I..5

AHS 101*-Surgical Technology Practicum I 5

CS 100-Introduction to Computer Science 3

Semester 4: (10 Credits) Spring Only*   **CREDITS**

AHS 102*-Surgical Technology II...4

AHS 103*-Surgical Technology Practicum II 6

Semester 5: (7 Credits) Summer I Only*   **CREDITS**

AHS 200*-Surgical Technology III..1

AHS 201*-Surgical Technology Practicum III 6

TOTAL CREDITS: 63

SAMPLE OF COURSES BY SEMESTER

First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester
ENG 100 PSY 140 BIO 150 <u>or</u> AHM 104 AHM 220 (pre-requisite to AHS 100) SOC 110 HUMANITIES Elective	AHM 233 BIO 151 <u>or</u> AHM 105 AHA 207 COMM 100 MAT 121	AHS 100* (pre-requisite to AHM 220 must be completed prior to entering AHS 100) AHS 101* *(<u>Fall Only</u>) CS 100	AHS 102* AHS 103* *(<u>Spring Only</u>)	AHS 200* AHS 201* *(<u>Summer Only</u>)
Total Credits: 17	Total Credits: 16	Total Credits: 13	Total Credits: 10	Total Credits: 7

SAMPLE OF SURGICAL TECHNOLOGY CLASSES/CLINICAL SCHEDULE

SURGICAL TECHNOLOGY COURSES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(Fall) AHS 100 AHS 101	AHS 101 7:00 a.m.-3:00 p.m.	AHS 100 1:45 p.m. – 4:45 p.m.			AHS 100 8:00 a.m. – 10:00 a.m. AHS 101 10:15 a.m. - noon
(Spring) AHS 102 AHS 103			AHS 102 8:00 a.m. -12:00 p.m.	AHS 103 7:00 a.m. -1:00 p.m.	AHS 103 7:00 a.m. - 1:00 p.m.
(Summer I) AHS 200 AHS 201	AHS 200 8:00 a.m. - 10:30 a.m.	AHS 201 7:00 a.m. - 3:30 p.m.	AHS 201 7:00 a.m.-3:30 p.m.	AHS 201 7:00 a.m.-3:30 p.m.	

?QUESTIONS?

Please direct questions regarding the *admissions process* to:

Maggie Hobbs, Assistant Director of Admissions

Email: (best method) admiss@dccc.edu

Phone: 610-359-5005

Please direct questions regarding the field of Surg. Tech. or questions regarding advisement to:

Dr. Jacqui Bak, Program Director, Surgical Technology, Perioperative & RNFA Programs

Email: jbak1@dccc.edu (best method)

Phone: 610-359-5286

CHECKLIST OF REQUIREMENTS TO PETITION

Checklist	
1. Apply for admission to Delaware County Community College, if not enrolled within the past year use HSTN as Major Code. Meet with Advisor **(See page 5.)**	
2. Demonstrate College Readiness in English & math. **(See page 6.)**	
3. If applicable, transfer previously earned college credits into the College. **(See page 6.)**	
4. High School credentialing on file with the College. **(See pages 7.)**	
5. Apply for Financial Aid (Recommended). **(See page 8.)**	
6. Complete College Orientation. Register for general education and pre-requisite courses with the help of an advisor. **(See page 8.)**	
7. Meet with the Program Director, Dr. Bak, for course advisement **(See page 9.)**	
8. Complete Course Options for Admission. **(See page 9.)**	
9. Attend a Surgical Technology Information Session (Date) _____	
10. Take the TEAS Test **(See pages 11 & 12.)**	
11. Secure & store background clearances with Castle Branch. **(See page 13.)**	
12. Maintain good Academic Standing (2.5 GPA) at the College at all times. **(See page 15.)**	
13. Be in compliance and in good standing with the College's Code of Conduct at all times. **(See page 15.)**	
14. Photocopy an approved Proof of Residency for petitioning file. **(See page 15.)**	
15. Make **photocopies of all pertinent documents** for your personal records.	
16. Submit your petition with Rubric. **(See page 15.)**	