Thank you for your interest in the Surgical Technology (SUR) program at Asheville-Buncombe Technical Community College. Please read this information thoroughly. We want to make sure you have the best possible chance of being selected by completing all processes and submitting all necessary application documents completely, correctly and by the deadline. Please call the Admissions Office if you have any questions: (828) 398-7577, 398-7578, 398-7887 or 398-7576 or email admissions@abtech.edu.

You must be a high school graduate, or have an Adult High School or High School Equivalency (HSE) diploma to be eligible to enter the selective allied health programs and have self-certified this requirement on your A-B Tech College application.

THE APPLICATION PERIOD
The application period has reopened for additional waitlist students. All requirements in this document must be met to be eligible to apply.

All applicants must review the Pre-Limited/Pre-Selective Information Session (Information Session) and complete the ‘survey’ before meeting with the AGE/Pre-Program Advisor to discuss their program of interest. You are encouraged to view the Information Session early and often to ensure you fully understand the application process and deadlines. To access the Information Session and ‘survey’ please go to www.abtech.edu and click STUDENTS, and under ‘First Steps’ choose Selective and Limited Programs. The Information Session is the green screen near the bottom of the webpage.

Advising for Distance Students is also available for students living outside of Buncombe and adjacent counties. Please contact ageadvising@abtech.edu for assistance.

Please note: Alternates will be accepted after the application deadline of March 6, 2020 if deemed necessary to fill the class. Notification of this will be posted on https://www.abtech.edu/selective-limitedprograms after the application deadline.

INFORMATION SESSION REQUIREMENT
Prior to application to the SUR Tech program, applicants are REQUIRED to attend a mandatory information session and obtain a signed SUR Tech Information Session Verification form. The Information Session Verification form will be provided by the SUR Tech department. Dates for the mandatory Information Session will be posted on https://www.abtech.edu/selective-limited-programs in late Fall 2019. Applicants MUST submit the completed form, signed by the department chair of SUR Tech, to the AGE/Pre-Program Advisor when you apply to the program.

ANATOMY AND PHYSIOLOGY REQUIREMENT
Successful completion of Anatomy and Physiology I (BIO 168 or acceptable substitute) from a regionally accredited institution with a “C” or higher is required prior to fall 2020 term start. Course completion of BIO 168 will be verified by the Surgical Technology department prior to full acceptance into the program.
IMPORTANT APPLICATION INFORMATION

To be eligible for admission to the fall 2020 class, all qualified selective allied health applicants (excluding Nursing) will be required to take the PSB Health Occupations Aptitude Exam (PSB HOAE). The PSB Health Occupations Aptitude Exam includes eight sections: Verbal, Arithmetic, Nonverbal, Academic Aptitude, Spelling, Reading Comprehension, Information in the Natural Sciences, and Vocational Adjustment Index.

The PSB Health Occupations Aptitude Exam may only be completed at an approved, proctored testing site during the official testing period, January 27, 2020 to March 13, 2020, for Selective Allied Health programs at A-B Tech. Individuals wishing to take the PSB Health Occupations Aptitude Exam at an approved, proctored testing site other than A-B Tech must qualify as a true, distance student at A-B Tech and indicate the name of the approved, proctored testing site on their Verification/Selection Form. It is the applicant’s responsibility to request their PSB Health Occupations Aptitude Exam scores be sent to A-B Tech and applicant must follow up to ensure scores were received prior to the deadline of March 13, 2020. Please note that applicants may NOT submit previous TEAS scores in lieu of taking the PSB Health Occupations Aptitude Exam.

Applicants may select only ONE option at the time of completion of the Verification /Selection Form:

1) Testing during the application period at the Testing Center on A-B Tech’s main campus on Victoria Road in Asheville, NC. This option is required for ALL non-distance applicants each year.

OR

2) Testing at an approved testing facility in another location. This option is available ONLY to applicants who live outside of Buncombe or its adjacent counties. The location of the testing facility must be approved at the time of application to a Fall 2020 Selective Allied Health program. Proctor fees may apply for other testing sites.

The cost of the PSB Health Occupations Aptitude Exam is $20 (subject to change each year). The PSB Health Occupations Aptitude Exam will be paid for by the qualified applicant after meeting with the AGE/Pre-Program Advisor to complete a Verification/Selection form and given a ticket to test. Qualified applicants will register for a PSB Health Occupations Aptitude Exam at the time of their application to a Fall 2020 Selective Allied Health program. The AGE/Pre-Program Advisors will provide available testing session dates/times and will record the scheduled test session for all qualified applicants. Scheduling for PSB Health Occupations Aptitude Exam will be available on a first-come, first-served basis. Applicants will be required to provide their ‘ticket’ as well as their receipt as confirmation of payment prior to taking PSB Health Occupations Aptitude Exam on their scheduled test date.

PLEASE NOTE:
Applicants may not schedule the PSB Health Occupations Aptitude Exam until after the Verification/Selection Form has been completed and only the testing option selected on that form will be permitted (including distance applicants). PSB Health Occupations Aptitude Exam scores taken before January 27, 2020 or after March 13, 2020 will not be accepted. Distance applicants must test during the official testing period.

Applicants in need of testing accommodations should contact Support Services at supportservices@abtech.edu at least three weeks prior to their scheduled PSB Health Occupations Aptitude Exam.

Applicants who are not accepted for fall 2020 admission will be required to re-apply and re-take the PSB Health Occupations Aptitude Exam for fall 2021 admission. Scores from a prior test session will not be accepted. Costs associated with the PSB Health Occupations Aptitude Exam are subject to change each year.
Notice to non-U.S. Citizens
Admission to Selective programs is open only to individuals able to legally work in the United States or in the case of F1/M1 students, eligible to receive employment authorization through OPT or CPT. Some clinical sites may have additional immigration/citizenship requirements. Successful completion of clinical rotations is required for program completion. The college refund policy applies if a student drops the program after being denied clinical site privileges. Non-citizens are encouraged to contact the appropriate licensing/certifying agency to determine if they are eligible for licensure/certification upon graduation – decisions regarding licensure/certification are solely the responsibility of the licensing/certifying agency.

Questions regarding program admission for non-citizens may be made to internationalinfo@abtech.edu.

HOW TO APPLY

1. Attend the mandatory Information Session provided by the Surg Tech department prior to application to the allied health program. Information Session dates can be found by going to https://www.abtech.edu/selective-limited-programs.
2. Complete and submit the standard A-B Tech admission application online at www.abtech.edu. (This is not an application to an allied health program. That will be done separately after you meet with the AGE/Pre-Program Advisor in the Bailey Building and are approved as eligible to apply.)
3. Students must certify on their College application that they are a high school graduate from a valid institution, an adult high school graduate from a valid institution, or have a valid high school equivalency (HSE). High school graduation or the equivalent from a regionally accredited, valid institution is required for Financial Aid purposes. You must have this high school equivalency by the first day of classes for the fall semester 2020 to enter the selective allied health programs.
4. Applicants must complete New Student Orientation (NSO) prior to meeting with the AGE/Pre-Program Advisor to complete the Verification/Selection Form. Registration for NSO is available at www.abtech.edu/nso.
5. Applicants must document college readiness in English and math. Visit www.abtech.edu/placement for detailed information or contact the AGE/Pre-Program Advisor located in the Bailey building on the Victoria Rd. campus to learn about the acceptable options. Documentation of college placement must be completed prior to application.
6. Once you meet the minimum requirements to apply to the program, you will be given written permission to schedule the PSB Health Occupations Aptitude Exam by the AGE/Pre-Program Advisor in the Bailey Building and taken by the advisor to finalize a Verification/Selection form in the Admissions Office. You must complete this step and the Verification/Selection form. You must schedule and take the PSB Health Occupations Aptitude Exam to be considered an applicant.

ADMISSION TO THE PROGRAM ONCE MINIMUM REQUIREMENTS HAVE BEEN MET

1) Applicants will be ranked based on the total points awarded. See point system in section below.
2) Successful completion of Anatomy and Physiology I (BIO 168 or acceptable substitute) with a “C” or higher is required prior to fall 2020 term start. Course completion of BIO 168 will be verified by the Surgical Technology department prior to full acceptance into the program.
3) After acceptance into the program, all new students will be placed in the Surgical Technology Orientation Course in Moodle. Program orientation course details will be provided by the department after acceptance to the program via student email. PLEASE NOTE: Failure to participate in and complete program requirements within the orientation course may result in the loss of a seat in the class.”
HOW THE POINT SYSTEM WORKS

1. You will receive the total points you scored on the PSB Health Occupations Aptitude Exam (PSB HOAE).
2. You will receive 30 points for the successful completion of an accredited, college credit, allied health program degree (AAS, BA, BS, or Masters) and 20 points for the completion of any accredited, college credit, diploma level allied health program. Accreditation must be granted by an accrediting board recognized by A-B Tech.
3. You will receive 30 points for Nurse Aid I (NAI) certification. NAI certification must be documented.
4. You will receive 30 points for successful completion of the continuing education Central Sterile Processing course. Documentation required.
5. You will receive points for the successful completion of the following college courses (or acceptable substitutes): BIO 168, BIO 169, and BIO 175. Grade of “A”= 30 points, grade of “B”=15 points, and grade of “C”= 5 points.
6. Currently enrolled high school seniors who have successfully completed Health Science I will receive points. Grade of “A”= 30 points, grade of “B”=15 points, and grade of “C”= 5 points. An official high school transcript detailing this must be submitted to the Admissions Office.

The summation of the points outlined above will be used to rank applicants within the allied health program.

IMPORTANT: It is the applicant’s responsibility to submit all documentation and follow up as necessary to ensure it has been received. All documentation for points outside of the PSB Health Occupations Aptitude Exam must be submitted before being considered an applicant.

OTHER IMPORTANT INFORMATION

Any Allied Health student deemed to have violated the College Student Code of Conduct may not be eligible for application or re-admission to Allied Health programs.

Criminal background checks and drug screenings are required by clinical sites for students entering the selective allied health programs. These screenings will be conducted at the student’s expense by a professional and independent vendor. Failure to achieve acceptable standards for these screenings will result in denial of clinical privileges. Successful completion of clinicals is required for program completion. The college refund policy applies if a student drops the program after being denied clinical site privileges.

Applicants for Selective Allied Health Programs must demonstrate the ability to meet certain technical standards critical to the successful completion of the program. These standards include skills and abilities essential for such things as operation of equipment; evaluation and manipulation of patients; evaluation of microscopic components and color reactions; and communication with patients, families and other medical personnel. For an explanation of specific physical and cognitive requirements for the SUR program, refer to the “Program Recommendations for ADA Technical Standards” notebook, which is available in the Admissions Office or on the A-B Tech web page. For further clarification, contact the Surgical Technology Department Chair (828) 398-7892.

If you are not selected for the SUR program beginning fall semester 2020 and wish to apply for the fall 2021 class, you must re-apply during the next Selective program application period.
All documents that you submit with your application for the SUR program must be true, correct and complete. Falsification of documentation may result in denial of admission or dismissal after admission.

Admission criteria are reviewed each year and are subject to change from year to year.

The class and clinical schedules for the Surgical Technology program are rigorous. Specifically: Classes and labs will meet as early as 8 a.m. or end as late as 7 p.m. while clinicals may meet as early as 6 a.m. Clinical rotations may be outside of Buncombe County based on the type of surgical procedures needed to meet graduation criteria. Clinical rotations are required and may require a student to travel more than one hour from campus.

Please note: To ensure success and financial investment in the program, students are STRONGLY encouraged to complete all general education coursework prior to beginning the program in the fall. See the AGE/Pre-Program Advisor in the K. Ray Bailey Student Services building for assistance.

**Readmission to the Surgical Technology Program**

Students who do not successfully complete their first semester may apply for readmission for the following academic year. If the application deadline has passed, the student will be placed on the wait-list of incoming students by the Surgical Technology department.

All applicants must meet the entrance criteria set forth by the college and surgical technology program prior to consideration for readmission. All students must ultimately fulfill college and programmatic graduation requirements.

Applicants for readmission MUST present documentation of all required immunizations, a recent physical examination (using the required college form), a current BCLS (basic cardiac life support) card, HIPAA and OSHA (Occupational Safety and Health Administration) training, and a current background check and drug screen through Castle-Branch. All previous will be loaded into Castle-Branch site. Clinical site entry is contingent upon clinical site approval and acceptance. All clinical sites have mandatory education modules to complete.

Students who readmit must do the following to reenter and ultimately graduate from this program:

- Have passed any didactic co- or pre-requisite surgical technology courses with a grade of B or better within the past two years.
- Pass a timed laboratory supply, instrument, and equipment final identification exam.
- Demonstrate clinical competence by passing a video-taped clinical practicum with a grade of 80% based on practicum evaluation criteria with zero unrecognized contaminations prior to clinical course entry spring I semester.
- Take all clinical courses in sequence for clinical case verification.
- Take or re-take SUR 137 the terminal semester to be eligible to sit for the NBSTSA (National Board of Surgical Technology and Surgical Assisting) exam.

**Transfers**

The ability to transfer is dependent upon available space within the program which is directly related to whether or not the subsequent class has already been accepted. Incoming cohorts or classes are accepted each spring.
All applicants must meet the entrance criteria set forth by the college and surgical technology program prior to consideration for transfer. All students must ultimately fulfill college and programmatic graduation requirements.

Applicants for transfer will be allowed one attempt per year to apply, schedule, perform, and pass the laboratory identification exam and clinical practicum prior to spring one clinical entry, provided they are within two years of completing their last surgical technology course.

Applicants for transfer must have their transcripts sent to the Registrar’s Office and have all of their courses evaluated the semester prior to the semester they are attempting to transfer in.

Students should schedule an appointment with the Surgical Technology Department Chair after the Registrar’s office has evaluated their transcripts. The chair will meet with the student and explain the program transfer requirements with the prospective student.

Applicants for transfer must ensure they have contacted the surgical technology program at least three months prior to the semester they are attempting to transfer into so that there is sufficient time to coordinate and schedule the required competency demonstrations around existing student courses and clinical schedules as well as complete clinical site clearance requirements. Current program students take priority.

Applicants for transfer MUST present documentation of all required immunizations, a recent physical examination (using the required college form), a current BCLS (basic cardiac life support) card, HIPAA and OSHA (Occupational Safety and Health Administration) training, and a current background check and drug screen through Castle-Branch. All previous will be loaded into Castle-Branch site. Clinical site entry is contingent upon clinical site approval and acceptance. All clinical sites have mandatory education modules to complete.

Students who transfer must do the following to enter and ultimately graduate from this program:

- Have passed any didactic co or pre-requisite surgical technology courses with a grade of B or better within the past two years.
- Take or re-take SUR 137 the terminal semester to be eligible to sit for NBSTSA exam.
- Pass a timed laboratory supply, instrument, and equipment final identification exam.
- Demonstrate clinical competence by passing a video-taped clinical practicum with a grade of 80% based on practicum evaluation criteria with zero unrecognized contaminations prior to clinical course entry spring I semester.
- Take all clinical courses in sequence for clinical case verification.

*Transfer credit will not be awarded for surgical technology courses completed in a non-CAAHEP (Commission on the Accreditation of Allied Health Education Programs) accredited program.

We appreciate your interest in A-B Tech and the Surgical Technology program.
STUDENT PREPARATION AND TESTING RESOURCES AVAILABLE

COLLEGE PLACEMENT
Test resources are available from:

www.abtech.edu/placement  (See Prepare for Placement Testing Section)

SAT or ACT study guides, which are available at various libraries and bookstores, are also good resources for testing preparation.

ATI TEAS (For ADN Applicants ONLY)

Test resources and online registration and payment are available at the following website:

www.atitesting.com

Study guides are available for review in the Locke Library and the A-B Tech Madison and South sites. Study guides may also be purchased online from the test vendor ATI at the online store link or at the A-B Tech bookstore. Online practice assessments are also available at the vendor website.

PLEASE NOTE: Applicants are required to take the ATI TEAS exam on A-B Tech’s main campus on Victoria Rd., Asheville, NC. Applicants who live outside of Buncombe County or its adjacent counties can make arrangements to take the TEAS exam at another institution with permission/ approval from the AGE/Pre-Program Advisor, as indicated on the Verification/Selection form.

PSB Health Occupations Aptitude Exam (PSB HOAE) (For all Allied Health Programs except ADN)

Applicants are required to take the PSB Health Occupations Aptitude Exam each year even if they have taken the exam in a previous year. The PSB Health Occupations Aptitude Exam does not carry over from one year to the next.

Test resources are available at the following website:

www.psbttests.com

Study guides are available for review in the Locke Library and the A-B Tech Madison and South sites. Study guides may also be purchased online from the test vendor at the online store link or at the A-B Tech bookstore. Online practice assessments are also available at the vendor website.

PLEASE NOTE: Applicants are required to take the PSB Health Occupations Aptitude Exam on A-B Tech’s main campus on Victoria Rd., Asheville, NC. Applicants who live outside of Buncombe County or its adjacent counties can make arrangements to take the PSB Health Occupations Aptitude Exam at another institution with permission/ approval from the AGE/Pre-Program Advisor, as indicated on the Verification/Selection form.

ADDITIONAL PREPARATION RESOURCES

March2Success.com provides free personal assessments and preparation tools for the college placement test and related to the PSB Health Occupations Aptitude Exam.

For career assessments and exploration, visit www.abtech.edu/focus2. Email careerservices@abtech.edu or call (828) 398-7581 for an individual appointment.