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 us at 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
We will begin accepting applications February 1, 2018, for the SUR class that begins fall semester 2018. All deadlines and requirements in this document must be met to be eligible to apply.

All students must review the Selective Program Guide and complete the assessment for selective allied health program admission before meeting with a GOT/Allied Health Advisor to discuss their program(s) of interest. Distance student services are also available for students living outside Buncombe County or its adjacent counties. Please contact gotadvising@abtech.edu for assistance. You are encouraged to view the Selective Program Guide early and often to ensure you fully understand the application process and deadlines. To access the Selective Program Guide and assessment, please go to www.abtech.edu and click on Students, and under First Steps, choose Selective and Limited Programs. If you do not have internet access, you are welcome to use one of the computers in the K. Ray Bailey Student Services Center.

Please note: Alternates will be accepted after the application deadline of March 9, 2018 if deemed necessary to fill the class. Notification of this will be posted on https://www.abtech.edu/selective-limited-programs after the application deadline.

INFORMATION SESSION REQUIREMENT
Prior to application to the SUR Tech program, applicants are REQUIRED to attend a mandatory information session held on January 31st and obtain a signed SUR Tech Information Session Verification form. The Information Session Verification form will be provided by the SUR Tech department on January 31st during the information session held in the Allied Health and Workforce Development (AHWD), Room 211 from 9:00am until 11:00am. Applicants MUST submit the completed form, signed by the department chair of SUR Tech, to the GOT Pre-Allied Health advisor when you apply to the program.

Please note: A second information session will be held on February 14th from 9:00am to 11:00am in AHWD Room 211 for those applicants who are unable to attend the first information session.

ANATOMY AND PHYSIOLOGY REQUIREMENT
Successful completion of Anatomy and Physiology I (BIO 168 or acceptable transferable substitute) with a “C” or higher is required prior to fall 2018 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 2018 class, all qualified selective allied health applicants (excluding Nursing) will be required to take the PSB HOAE (Health Occupations Aptitude Exam). The PSB HOAE exam includes eight sections: Verbal, Arithmetic, Nonverbal, Academic Aptitude, Spelling, Reading Comprehension, Information in the Natural Sciences, and Vocational Adjustment Index. Using all eight sections, the summation of the raw scores will be used to rank applicants for the selective allied health program.

The PSB HOAE exam may only be completed at an approved, proctored testing site during the official testing period, February 1, 2018 to March 16, 2018, for Selective Allied Health programs at A-B Tech. Individuals wishing to take the PSB HOAE 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. Please note that applicants may NOT submit previous TEAS scores in lieu of taking the PSB HOAE 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 2018 Selective Allied Health program. Proctor fees may apply for other testing sites.

The cost of the PSB HOAE exam is $20 (subject to change each year). The PSB HOAE exam will be paid for by the qualified applicant after meeting with a GOT/Allied Health Advisor to complete a Verification/Selection form and given a ticket to test. Qualified applicants will register for a PSB HOAE exam session at the time of their application to a Fall 2018 Selective Allied Health program. The GOT/Allied Health Advisors will provide available testing session dates/times and will record the scheduled test session for all qualified applicants. Scheduling for PSB HOAE testing sessions 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 HOAE exam on their scheduled test date.

PLEASE NOTE:
Applicants may not schedule the PSB HOAE 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 HOAE exam scores taken before February 1, 2018 or after March 16, 2018 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 HOAE testing session.

Applicants who wish to apply for the fall 2018 Associate Degree Nursing program in addition to Surgical Technology will be required to take the ATI TEAS (Test of Essential Academic Skills) exam and score a minimum composite/total adjusted TEAS score of 65. Both the PSB HOAE exam and the ATI TEAS exam will be required. Please refer to the Fall 2018 Application Criteria (Associate Degree Nursing) to determine eligibility to apply and for more information, including costs associated with ATI TEAS, online at: https://www.abtech.edu/selective-limited-programs.
Applicants who are not accepted for fall 2018 admission will be required to re-apply and re-take the PSB HOAE exam for fall 2019 admission. Scores from a prior test session will not be accepted. Costs associated with the PSB HOAE exam are subject to change each year.

Notice to non-U.S. Citizens
Admission to the Surgical Technology program is open only to individuals with legal status or lawful presence. 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.

HOW TO APPLY

1. 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 an advisor in the Bailey Building and are approved as eligible to apply.)
2. 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 2018 to enter the selective allied health programs.
3. Applicants must complete New Student Orientation (NSO) and the Smarter Measure assessments prior to meeting with a GOT/Allied Health Advisor to complete the Verification/Selection Form. Registration for NSO is available at www.abtech.edu/nso.
4. Applicants must document college readiness in English and math. With the exception of course credit (A-B Tech or transfer), placement must be five years olds or newer. Students may place using different options for math and English. Official documentation of placement is required.

Placement in English and math may be met in one or more of the following ways:

1) High school placement: students with a 2.6 or higher unweighted GPA plus a fourth level math above Algebra II.

2) Course credit (A-B Tech or transfer) for DRE 098 or ENG 111 (for English placement) and DMA 010-050 or MAT 143 or higher (for math placement). A “P” in DRE/DMA or a “C” or higher is required.

3) Placement scores from one or more approved placement assessments, as follows:
<table>
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<tr>
<th>ACCUPLACER</th>
<th>SCORE</th>
<th>NC-DAP</th>
<th>SCORE</th>
<th>SAT</th>
<th>SCORE</th>
<th>ACT</th>
<th>SCORE</th>
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<td>Reading And Sentence Skills</td>
<td>80</td>
<td>Composite English (Reading; Revising/ Editing/Writing; and WritePlacer)</td>
<td>151</td>
<td>Reading OR Writing</td>
<td>500</td>
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<td>86</td>
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<td></td>
<td>3/2016 Evidenced Based Reading &amp; Writing</td>
<td>500</td>
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<td>18</td>
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<tr>
<td>Arithmetic</td>
<td>55</td>
<td>Math</td>
<td>Mastery of DMA 010 thru 050 (7 or higher)</td>
<td>Math</td>
<td>500</td>
<td>Math</td>
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<tr>
<td>Elementary Algebra</td>
<td>55</td>
<td></td>
<td></td>
<td>3/2016 or Later Math</td>
<td>530</td>
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<td>22</td>
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The College Placement Assessment or the equivalents detailed above must be completed and on file by **March 9, 2018**.

a. The College’s Placement and Retesting procedures apply to all applicants.
b. Applicants in need of testing accommodations should contact Support Services at supportservices@abtech.edu, at least three weeks prior to testing to receive special accommodations.

5. If you meet the minimum placement requirements, you will be given written permission to schedule the PSB HOAE exam by a GOT/Allied Health 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 selection form by **March 9, 2018**. You must schedule and take the PSB HOAE exam by March 16, 2018, to be considered an applicant.

**ADMISSION TO THE PROGRAM ONCE MINIMUM REQUIREMENTS HAVE BEEN MET**

1. The PSB HOAE exam includes eight sections: Verbal, Arithmetic, Nonverbal, Academic Aptitude, Spelling, Reading Comprehension, Information in the Natural Sciences, and Vocational Adjustment Index. The **summation of your PSB HOAE raw scores** for the eight sections (including Vocational Adjustment Index) will be used to rank applicants within their selected Allied Health program.

2. Successful completion of Anatomy and Physiology I (BIO 168 or acceptable transferable substitute) with a “C” or higher is **required prior to fall 2018 term start**. Course completion of BIO 168 will be verified by the Surgical Technology department prior to full acceptance into the program.

3. If accepted into the program, all new students MUST attend a post-orientation debriefing session held by departmental faculty. Post-orientation debriefing session details will be provided by the department after acceptance to the program.

**OTHER IMPORTANT INFORMATION**

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 2018 and wish to apply for the fall 2019 class, you must re-apply and re-compete.

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. Some of the clinical sites require criminal background checks. Clinical rotations are required and may require 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 a GOT Pre-Allied Health advisor in the K. Ray Bailey Student Services building for assistance.

**SELECTIVE ALLIED HEALTH READMISSION POLICY**

The following readmission policy applies to students who receive an unsuccessful grade in a selective allied health program, or who voluntarily withdraw from such a program. Unsuccessful grades are defined as “D” or “F”.

1. If you receive an unsuccessful grade in a selective allied health program, you may not proceed to any subsequent course, which has the course in question as a prerequisite. You must repeat the course in question before proceeding to the next higher course in the program.
2. Most allied health courses are offered only once annually.
3. Since a new class of students is admitted to each program annually, it will be necessary for the students who have received an unsuccessful grade in a major course during their *first semester* to reapply for regular admission to the program for the following fall.
4. Students who do not successfully complete a *subsequent semester* may seek approval from the department chairperson to ask special permission from the division dean to be re-admitted to the program for the next academic year if the application deadline has passed. Requests will be taken and considered on an individual basis.

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 Test Preparation 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)

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

www.atitesting.com

Study guides are available for review in the Holly 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 GOT/Allied Health Advisor, as indicated on the Verification/Selection form.

PSB HOAE (For all Allied Health Programs except ADN)

Test resources are available at the following website:

www.psbtests.com

Study guides are available for review in the Holly 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 HOAE 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 HOAE exam at another institution with permission/approval from the GOT/Allied Health 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 HOAE exam.

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

Revised 1/10/18