



# North Idaho College

## SURGICAL TECHNOLOGY PROGRAM

### SPRING 2023 APPLICATION PACKET

**The priority application period is September 26, 2022 – November 3, 2022.  
Apply by the priority deadline to ensure consideration  
for the Spring 2023 Surgical Technology Program start.**

**The application will remain open after this date *only* if there is program availability.**

**Application materials must be submitted as follows:**

Email application materials to: [HPN@nic.edu](mailto:HPN@nic.edu)

Application materials can be also be mailed or delivered to: North Idaho College, Cardinal Central Office (Lee-Kildow Hall), 1000 West Garden Avenue, Coeur d'Alene, ID 83814.

In Person: Text 'Cardinal' to (208) 268-6485 to get in line.

All application materials must be received by 5:00 p.m. on posted deadline date.

**Questions can be directed to:**

Cardinal Central Office (208) 769-3311, or

Health Professions & Nursing (HPN) Admissions – email: [HPN@nic.edu](mailto:HPN@nic.edu)

Betsy Conery, Student Success Navigator for Health Professions (208) 625-2320, [betsy.conery@nic.edu](mailto:betsy.conery@nic.edu)

Terra Lawson-Gilbert, Program Director (208) 769-3236, [terra.lawson-gilbert@nic.edu](mailto:terra.lawson-gilbert@nic.edu)

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## North Idaho College Surgical Technology (SURG) Program Application Information and Checklist

Thoroughly read the entire application and follow instructions for completing and submitting necessary application materials. All required application materials must be received by the Cardinal Central Office no later than 5:00 p.m. on Thursday, November 3, 2022 to meet the priority application deadline. After this date, application materials will be processed only if there is program availability. Complete the following application steps in order when possible.

### **Step 1:**

#### **Application to North Idaho College (If Applicable) Complete Incomplete**

Applicants must complete a degree-seeking application to attend NIC for the Spring 2023 semester if NOT enrolled and attending North Idaho College (NIC) during the preceding Fall 2022 term. Non-degree seeking students and Dual Credit enrolled students attending during the fall term must also complete a degree-seeking application for the Spring 2023 semester to be considered for program application. Use the 'Apply Now!' link on the [NIC Cardinal Central](#) website to complete this process.

### **Step 2:**

#### **Surgical Technology Program Application (Page 9) Complete Incomplete**

Applicants must complete and submit appropriate pages from this SURG program application including the Surgical Technology Program Application form. Locate and download the printable Surgical Technology application packet on the [NIC Cardinal Central](#) website. Appropriate signature and date information is required! No electronic signature allowed!

#### **Acknowledgement of Vaccination Requirements (Page 10) Complete Incomplete**

Applicants must complete and submit the 'Acknowledgement of Vaccination Requirement' form from the Surgical Technology application packet. Appropriate signature and date information is required! No electronic signature allowed!

#### **Prerequisite Course/Schedule Info (If Applicable - Page 11) Complete Incomplete**

Applicants (including Dual Credit enrolled students) who are enrolled in prerequisite courses during Fall 2022 at a school **other** than North Idaho College must complete and submit the **Prerequisite Course Information Sheet** and **submit a copy of the applicant's enrollment/registration schedule** to validate eligibility to meet all required prerequisites. Applicants should keep a copy of this form to remind them of important transcript due dates!

#### **Personal Statement of SURG Program Goals/Interest Complete Incomplete**

Submit a typed personal statement indicating your goals/interest in the SURG program and reasons why you will be successful. Statement needs to be clear, concise and compelling. Criteria for the points associated with the personal statement can be found on page 6.

#### **Previous Program Statement (If Applicable) Complete Incomplete**

Applicants who have previously attended any surgical technology program other than NIC must also submit a letter of good standing from their previous institution. The statement must be documented on institutional letterhead and be signed by an instructor or administrator of the previously attended program. The letter must indicate the student was not dismissed due to unethical circumstances or other unfavorable situations.

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### **Step 3: (continued)**

#### **Official College & Other Required Transcripts**

**Complete**     **Incomplete**

**ALL** official college and military transcripts must be received in the Cardinal Central Office by the posted deadline dates. Courses completed at North Idaho College do not require official transcript submission. Please be aware that transfer institution transcripts are not retained for a long period of time and you may need to reorder official transcripts even if transfer credits were previously posted to your NIC transcript. Only courses that appear on an originating educational institution's official transcript at the application deadline will be used to determine points for admission. Applicants using ACT or SAT scores to meet the English course requirement must submit a paper copy of the scores if the course credit does not appear on the transcript. Test scores are valid for four years from the test date. International college/university transcripts must be professionally evaluated by [WES](#) or a similar [NACES-member organization](#). An official course-by-course evaluated transcript must be sent from the organization to NIC by the application deadline. It is recommended an applicant pay to have records retained with the agency in case there is a need to request the evaluated transcript again for future employment opportunities/licensure requirements.

#### **Official High School Transcript/GED for *current Dual Credit Enrolled Students* (If Applicable)**

Additionally, if HS program or GED is in progress and the applicant is accepted to the program, the final HS transcript or GED must be received prior to starting SURG program courses.

### **Step 4:**

#### **Health Care Certification/Licensure/Work Experience Documentation (If Applicable)**

**Complete**     **Incomplete**

Submit appropriate documentation to validate health care certification/licensure or work experience. Criteria for the points associated with these categories can be found on page 6.

### **Step 5:**

#### **Review Online Checklist/Transfer Credits (May Need Repeat Review As Appl Items Are Received)**

**Complete**     **Incomplete**

It is the applicant's responsibility to ensure that all required information is included in the application submission. Once the initial college application and the SURG program application processes are completed as noted within Step 1 and Step 2, an online checklist regarding required application materials will be created. This online checklist process can take between three to five business days to generate. If you are applying close to a deadline, you may not be able to review your checklist before the deadline date. Plan ahead for applying so you have time to review your online checklist!

After the checklist is created, an applicant may verify application documents received on their **MyNIC** account. To view the checklist, you must log into your **MyNIC** account. Select **Self Service** under the **Services** area. Once you are within **Self Service**, on the left-hand side panel, select the person avatar icon (**User Options**) and select **My Documents**. If the **Status** column says **Not Received** for the **Requesting Office of Admissions**, we will need that document for your program application file. No verbal or other written verification will be given. No recognition is given for requirements/courses without documentation.

It is also highly recommended that applicants with transfer credits view their transcript evaluations before the application deadline to ensure that they have courses which meet the prerequisite admission requirements for the Surgical Technology Program at North Idaho College. The transcript evaluation may be viewed on the applicant's MyNIC account. Once logged into your MyNIC account, at the top of the screen in the **Search** box type '**Transcript Credits**' and find the search result for **View Transfer Credits**.

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## North Idaho College Surgical Technology (SURG) Program Additional Information

- One online Surgical Technology Program Application information session will be scheduled prior to the posted application deadline. The Zoom meeting will begin at 3:00 p.m. on Tuesday, October 11, 2022. Use the following quick link to join the online Zoom session: [Surgical Technology Application Info Session](#) or access the session using the following login detail: <https://nic.zoom.us/j/87081187395>. Attendance during the information session is NOT required for application; however, we welcome participation if you have any questions related to the application process. The current application and specific requirements will be reviewed during the session. Attendees are encouraged to thoroughly review the application prior to the information session and have questions ready as each application element is addressed. In the unlikely event the information session is not available as planned or if an applicant is unable to attend the scheduled session, it is still the applicant's responsibility to thoroughly read and understand application requirements. If application information or assistance is needed, applicants are encouraged to contact the Student Success Navigator noted on page 1 of the application.
- Up to ten students will be admitted to the Spring 2023 Surgical Technology Program. The program is scheduled to begin at the start of the spring term on January 9, 2023. Please note, the program will include three instructional terms – a spring, summer, and fall term – with an anticipated December 2023 graduation date.
- Based on the required program prerequisites and the application point process, eligible applicants *may* be invited to participate in an interview process to determine final applicants accepted into the program. If eligible program applicant numbers do not exceed accepted/alternate seats available, the required program prerequisites and outlined application point process (w/out interviews) will determine the final applicants accepted to the program.
- Applicants applying by the priority deadline will be notified of acceptance status by mid-to-late November. Initial program acceptance notification will be sent by email to the email address indicated on the program application. Please watch your incoming email messages (including junk mail) for a program status update and be ready to return required documentation/forms if requested.
- Completion of a background check will be required upon acceptance.
- Completion of drug screening may be required before starting clinical placement.
- If accepted into the program, the applicant will be required to attend a **mandatory Surgical Technology Program orientation on Friday, December 16, 2022 from 9:00 a.m. - 5:00 p.m.** on the North Idaho College campus. Students will be notified of the specific location when program acceptance information is distributed.
- Acceptance packet materials will be mailed to each accepted applicant prior to program orientation. If your address changes between applying to the program and the scheduled orientation date, be sure to notify the Student Success Navigator of your new address so program information and acceptance packet materials can be mailed to the correct location.

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## **North Idaho College Surgical Technology (SURG) Program Additional Information (continued)**

- Registration for Spring 2023 Surgical Technology Program programmatic courses (other than SURG 101) will occur during the mandatory program orientation session. If you need to complete any prerequisite or general education course(s) or SURG 101, you may register for these courses as soon as your assigned registration time opens to ensure the best chance at course registration availability. Do not wait until program orientation to register for SURG 101 (if needed) or the non-programmatic courses! Let us know if you need assistance with the registration process for any general education courses or if you have questions about registration.
- Please know that program cohort schedules, deadlines and conditions are subject to change based upon unforeseen developments including those surrounding COVID-19.

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## North Idaho College Surgical Technology (SURG) Program Application Point Calculation Information

- A. Requirements for admission to the program include the following:
1. High school diploma or GED by the application deadline.
  2. Required prerequisite courses must be completed by the application deadline.
  3. Minimum grade of C/2.0 must be earned in each required prerequisite course.
  4. Must be 18 years of age by program start to participate in clinical requirements.
- B. Points will be awarded as reflected on the point sheet for grades earned in prerequisite courses appearing on the official transcript at the application deadline and that meet the requirements for the Surgical Technology Program. No points are awarded for the High School diploma or GED.
- Courses with grades of **P** (pass) or **S** (satisfactory) or courses that have not received a grade due to advance placement scores will be awarded 3 points.
  - If a course is repeated, the highest grade earned will be the grade considered for purposes of points awarded during the application process.
- D. One point will be awarded to residents of Idaho's five northern counties (Benewah, Bonner, Boundary, Kootenai and Shoshone). Residency status will be determined by the Cardinal Central Office based on information submitted on the North Idaho College application.
- E. One to five point(s) will be awarded for a personal statement addressing the following criteria:
- Explain your interest and/or goals in pursuing a surgical technology career.
  - Describe any healthcare field or life experiences which relate directly to knowledge of surgical technology.
  - Describe personal strengths which will allow you to function effectively in the field of surgical technology.
  - List five reasons why you won't quit this program.
  - A clear, concise, compelling statement with appropriate grammar and spelling will earn higher points. One to two pages typed will be sufficient if you address the noted criteria.
- E. Three points will be awarded for previously earned Bachelor's degree or higher degree earned from U.S. Department of Education accredited institution(s) recognized by North Idaho College. Official transcript records noting recorded degree information must be sent following application/transcript checklist processes and must be received by the application deadline to be considered.
- F. Three points may be awarded for health care certification/licensure. Documentation must include current state or federally approved credentials and must be provided with program application materials by the application deadline to be considered.
- G. Up to three points may be awarded for sterile processing or other surgery-related health care work experience. Documentation for work experience should include letter from employer on company letterhead indicating the applicant's name, normal (day-to-day) job duties affiliated with the position held, employment dates, and supervisor contact (phone and email) information. Letter must be signed and dated by supervisor and must be provided with program application materials by the application deadline to be considered.

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## **North Idaho College Surgical Technology (SURG) Program Application Point Calculation Information (continued)**

- G. Additional information pertaining to the final selection of ten eligible program applicants and two alternates:
- The GPA for program eligibility will be calculated on courses that meet degree requirements for the Surgical Technology Program, which have been completed with a 'C' grade/2.0 or higher.
  - In the event there are applicants with an equal number of points, and the number of applicants (who are tied) outnumber the remaining positions in the program selection process, the following system will be used to determine the applicant selected:
    1. Applicants with an equal number of points (tied) who have provided appropriate documentation of military service will be put at the top of their point category. If there continues to be a tie, then:
    2. GPA, as defined above, will be used to rank the remaining tied applicants. If there still continues to be a tie, then:
    3. A random drawing of all the remaining tied applicants will be held for the final slot/s.
    4. Applicants accepted to the program will be required to attend a new student orientation. New student orientation is mandatory. If the orientation session is missed, the applicant will lose his/her place in the program and an eligible alternate will be invited to take the open position.
    5. In the event that the class is not full, applications will continue to be evaluated (even after the due date) until remaining spots are filled.

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# North Idaho College

## Spring 2023 Surgical Technology Program Point Calculation Worksheet

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Minimum program prerequisites are highlighted in gray. Other courses listed will be integrated into each term of the program; however, if completed *prior* to applying to the program the courses will be included in the competitive-entry application point process. Only prerequisite courses completed by the application deadline will be eligible for points.

Total application points possible = 55 points (without interview) / 75 points (with interview).

Minimum Prerequisite Courses – Highlighted in Gray	Grade	Point Scale	Points
BIOL-175 Human Biology <u>or</u> BIOL-227 Human Anatomy & Phys I <u>and</u> BIOL-228 Human Anatomy & Phys II (1/2 pt. value)		A = 8 B = 6 C = 4	
CAOT-179 Medical Terminology		A = 8 B = 6 C = 4	
COMM-101 Fundamentals of Oral Communications		A = 4 B = 3 C = 2	
ENGL-101 Writing and Rhetoric I <u>or</u> ENGL-102 Writing and Rhetoric II		A = 4 B = 3 C = 2	
MATH-123 Math in Modern Society <u>or higher</u> GEM 3 MATH		A = 8 B = 6 C = 4	
PSYC-101 Introduction to Psychology <u>or</u> SOC-101 Introduction to Sociology		A = 4 B = 3 C = 2	
SURG-101 Foundations of Surgical Technology <u>or</u> SURG-100 Introduction to Surgical Technology		A = 4 B = 3 C = 2	

Additional Points Awarded (Per criteria and documentation requirements noted on page 6)		
Residency in Idaho's 5 Northern Counties __ Benewah __ Bonner __ Boundary __ Kootenai __ Shoshone	1	
Personal Statement indicating your goals/interest in the program and reasons why you will be successful. Points will be awarded for a clear, concise, compelling statement with no grammatical or spelling errors.	1-5	
Previously earned Bachelor or higher degree from regionally accredited institution recognized by NIC.	3	
Health care certification/licensure. Documentation must include current state/federally approved credentials.	3	
Surgery-related health care work experience. Required documentation must be provided.	3	

**Initial Point Calculation** \_\_\_\_\_  
(Potential Points = 55)

**Interview Point Calculation (If Interview Process Needed)** \_\_\_\_\_  
(Potential Points = 20)

**Total Point Calculation (If Interview Process Needed)** \_\_\_\_\_  
(Total Points Possible = 75)

**GPA Calculation (If Needed)** \_\_\_\_\_

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# North Idaho College

## Application for Admission – Spring 2023 Surgical Technology Program

North Idaho College Student Identification Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Preferred Name

Other Names Appearing on Records \_\_\_\_\_

Current Mailing Address \_\_\_\_\_  
Street Address City County State Zip

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

### Education

High School Diploma: yes \_\_\_ no \_\_\_ GED: yes \_\_\_ no \_\_\_

Please list all Colleges attended:

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/#Credit Earned

**Cardinal Central must receive official transcripts by the application deadline.**

Military: Active \_\_\_\_\_ Veteran \_\_\_\_\_ Other \_\_\_\_\_  
(DD 214 will be required after initial applicant screening)

### Please read and sign

- I hereby certify that the information contained in this application is true and complete to the best of my knowledge.
- I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from college.
- I understand that upon acceptance into the Surgical Technology Program, a criminal background check will be required for participation in clinical rotations. Violations which appear on the background check may result in denied access to clinical sites and, therefore, inability to complete the Surgical Technology Program.
- I understand that a felony conviction may result in denied access to clinical sites and, therefore, inability to obtain employment in my desired healthcare field.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

The Surgical Technology Program is committed to diversity and has a selection process which does not discriminate on the basis of race, color, religion, national origin, sex or age.

**Submit this page.**



# North Idaho College

1000 West Garden Avenue, Coeur d'Alene, ID 83814  
www.nic.edu

## Health Professions and Nursing

### Important Acknowledgement of Vaccination Requirements by Health Care Facilities/Clinical Sites

**In order to meet course and program outcomes and receive the Certificate or Associate of Applied Science degree in your chosen Health Professions program and to qualify to take the licensure or certification examinations, all Health Professions students are required to participate in clinical activities.**

The North Idaho College Health Professions programs utilize health care facilities throughout the region to achieve the external and internal clinical component of the programs. Some, if not all, of the Health Care Facilities providing clinical sites currently (or may in the future) require evidence of vaccinations including the COVID-19 vaccination in order to participate in clinical experiences at their facilities. Below is a list of all vaccinations currently required at facilities.

Any student enrolling in any of our Health Professions programs is informed that the College has no duty and/or obligation to secure a Health Care Facility/Clinical Site that does not require COVID-19 or any other vaccinations as part of the clinical component of the Program. North Idaho College may inquire, on behalf of Students, potential exemptions that Health Care Facilities/Clinical Sites may accept for purposes of Student's election not to obtain a vaccine, including any religious or medical exemption that may be available. All admitted students must recognize and agree that acceptance of such exemption is left to the sole and absolute discretion of the Health Care Facility/Clinical Site and not the college.

Current Vaccination Requirements: (may be altered by healthcare facilities at any time)

- Measles, Mumps, Rubella (MMR)
- Varicella (Chicken pox)
- Hepatitis B
- Annual influenza
- Tetanus/Diphtheria/Pertussis
- COVID-19

If a student does not wish to become vaccinated then NIC may not be able to find placement in an internal or external clinical site.

Sign acknowledging receipt and understanding of the above information:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Acknowledgement of this document is required for admission to Health Professions Programs at North Idaho College. Return this document as requested within the Program application process.

**Submit this page.**

# Prerequisite Course Information Sheet

Students (including Dual Enrolled students) currently enrolled or planning to enroll in prerequisites at schools **other** than North Idaho College must complete this information sheet. This sheet and documentation of enrollment in the prerequisites listed below must be submitted with the application in order to provide evidence of program eligibility. Enrollment documentation needs to reflect applicant name, enrolled term and course(s) enrolled. Applicants do not need to complete this form for prerequisite course enrollment at North Idaho College or for prerequisite courses previously completed as these course(s) will be reflected on official transcript records submitted for application to the program.

Student Name \_\_\_\_\_

Prerequisite course/s I am currently taking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of college \_\_\_\_\_

Course/s will be complete on (date) \_\_\_\_\_

The course/s is/are being offered in a \_\_\_\_\_ quarter \_\_\_\_\_ semester system. (Check one)

Evidence of registration for prerequisite courses must be submitted to Cardinal Central on or before **November 3, 2022 to be considered for the priority application deadline.**

Transcripts for all prerequisite courses not completed at NIC must be received in Cardinal Central by **November 3, 2022 to be considered for the priority application deadline.** After this date, application materials received will be processed only if program space is available.

If you are admitted to the program contingent upon successful completion of a prerequisite course that will be completed after the application deadline but during the fall term preceding program start, an official transcript with final grade details must be received in the Cardinal Central Office by January 4, 2023 to validate program eligibility.

Submit this page if applicable.