

Effective January 1, 2022, proof of Covid vaccination will be required for students, employees and visitors.

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 **prior to submitting their petition.**

- 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. Seats are awarded on a **first come, first qualified** basis.
- 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 12.)
- All petitions and supporting documentation must be submitted no later than **Tuesday, May 31, 2022** to be considered for a seat in the Fall 2022 program or for a position on the wait list.
- Petitions and/or supporting documentation submitted after May 31, 2022 will not be considered for seating. The information in this packet will expire on May 31, 2022.
- Grades for courses scheduled for the 2022 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 2022 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 11, 2021**

All other candidates may petition beginning: **Monday, November 15, 2021**

*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 **highly recommended** in order to learn more about the curriculum and the special admission requirements. Be sure to **read the entire packet prior to the session.**

VIRTUAL INFO SESSION DATES AND TIMES ARE POSTED HERE:

www.dccc.edu/surgical-info-sessions

Registration is required VIA THE LINK ABOVE to participate in a session!

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 3.)
2. Demonstrate college readiness in English & mathematics. (See Requirement #2, page 3.)
3. Transfer previously earned college credits into Delaware County Community College. (See Requirement #3, page 3.)
4. Submit an official, final copy of high school documentation. (See Requirement #4, page 4.)
5. It is recommended, but not required, that a student complete the Free Application for Federal Student Aid (FAFSA). (See Requirement #5, page 5.)
6. Complete orientation & register for non-clinical, general education and prerequisite coursework. (See pre-requisite course work under Requirement #6, page 5.)
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 page 1.)

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 4, **How To Verify**)
2. Meet with the Program Director **after attending** a virtual Information Session **and registering for classes.** (See Requirement #7, page 5.)
3. Choose an Entrance Option and properly complete the requirements for that option. (See Requirement #8, page 6.)
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 #9, page 7 & 8.)
5. Maintain a Delaware County Community College overall minimum GPA of a 2.0 or higher from the time of petitioning to entrance into AHS 100 & 101. (See Requirement #10, page 9.)
6. Be in compliance and in good standing with the College's Code of Conduct. (See Requirement #11, page 9.)
7. Provide proof of residency via a valid, current, legible photocopy from the approved list of documents. (See Requirement #12, page 10.)
8. Submit your petition form and all required PDF documents via email to: petitioning@dccc.edu (See Requirement #13, page 10.)

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 wait list 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 2022 entrance consideration is May 31, 2022. 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

All candidates 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 3 on how to schedule the Placement Test).



#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 insure 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 Service (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 13. 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 #7 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 the 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: CHOOSE AN ENTRANCE OPTION

All candidates must choose and fulfill one (1) of the following entrance requirements prior to the May 31, 2022 deadline to be awarded a seat in the 2022 Surgical Technology Program or a position on the wait list. Please take note that seats in the program often fill prior to this deadline.

OPTION ONE: TESTING (ACT or SAT)

Candidates can opt to take and submit the following minimum ACT or SAT scores prior to the May 31, 2022 deadline. Scores must be current within five (5) years of beginning clinical work, therefore, taken September 2017 or after.

ACT Composite – 17 or higher OR SAT – 830 or higher

For students taking the **SAT** with writing section and total score value of 2400, only the math and critical reading sections (not the writing section) will be used in calculating the score requirement of 830 or higher. **To schedule the ACT** or for more information regarding the test, call **Assessment Services: 610-359-5322**.

OPTION TWO: COURSE CREDIT (COMPLETE FIVE COURSES)

Achieve a “C” or better and a cumulative GPA of 2.5 or higher in all five (5) of the following 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)
(BIO 150 is the recommended course for this program) | 4 credits |
| OR | |
| Body Structure and Function I or II (AHM 104 or 105)
(Note: AHM 104/105 have pre/co-requisites of AHM 233, Medical Terminology) | 3 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. The deadline to have these credits earned and listed on the student Degree Works page is May 31, 2022.

Important Note: Course grades for classes taken in the Summer I, as well as the 10-week Summer 1 semester format and the Summer II semester **will not** be earned in time to meet the May 31, 2022 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.

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

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

COURSE/GRADE <i>Must earn a “C” or better</i>	CREDITS EARNED IN COURSE	GRADE POINTS	QUALITY POINTS
English Composition I	3		
General Psychology	3		
Humanities Elective	3		
BIO 150 or AHM 104 or 105	4 or 3		
Applied Microbiology	1		
	TOTAL # OF Credits:		SUM:



#9: 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 **\$39.00**, 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, 2021 or later** are required to properly petition for entrance Fall 2022. 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 \$39.00 fee & Castle Branch will post on your account page)
2. **Federal Criminal History (FBI) Report** – (IdentoGO/IDEMIA – see page 8).
3. **Child Abuse History Clearance** – (see page 8).

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 #13).
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: cp servicedesk@certifiedprofile.com

FBI Report

Average time to obtain: 2-3 weeks (may 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.

Child Abuse Clearance

Average time to obtain: On-line ordering will take 2-3 weeks to get results back. Paper submissions take longer.

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.

What it looks like:



SSN:
TCN:

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history background check as of 09/28/2015.

- NO RECORD EXISTS**
- RECORD EXISTS** but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.
- RECORD EXISTS** but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.
- DISQUALIFICATION** - Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Cindi E. Horshaw, Acting Bureau Director
Bureau of Policy, Programs and Operations

Office of Children, Youth and Families
Childline and Abuse Registry | Criminal Verification Unit
PO Box 8053 | Harrisburg, PA 17105-8053 | P: 1-877-371-5422 | F: 717-772-6033 | www.dhs.state.pa.us

What it looks like:



PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

CERTIFICATE ID:
VERIFICATION DATE: 9/28/2015
SOCIAL SECURITY #
DATE OF BIRTH

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Human Services' statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

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Criminal Convictions

All Surgical Technology applicants are required to submit a PA Criminal History Report, 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 check 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.



#10: MAINTAIN A MINIMUM OVERALL GPA = 2.0

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 2.0 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 2.0 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.



#11: 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 Surgical Technologist program. A copy of the Student Handbook can be downloaded from: <http://www.dccc.edu/studenthandbook>.



#12: PROOF OF RESIDENCY

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

ONLY ONE (1) OR THE OTHER IS NEEDED, not both documents:

1. Permanent driver's license or State ID.

*Note: Temporary update cards & duplicates licenses are **not acceptable**.*

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 ***are the ONLY acceptable forms*** 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.



#13: SUBMIT YOUR PETITION

Upon completion of all requirements 1 through 11 as detailed in this packet, ***create a PDF for each of the items listed below and attach them to an email*** and submit your completed petition to: petitioning@dccc.edu Candidates should have a total of five (5) PDF's attached to their petitioning email.

1. The Petition Form see page 15 of this packet.
2. A photocopy of an approved Proof of Residency – See Requirement #12.
3. Photocopies of all three clearances posted with Castle Branch – See Requirement #9.

NOTIFICATION OF THE STATUS OF YOUR PETITION

1. **It can take 6 weeks or more to evaluate a petition.** The Admissions Office will notify students via the email listed on their petitioning form (page 15) regarding the status of their petition. **Please refrain** from contacting the Admission Office to check on the standing of your petition during the review period. You will be notified as timely as possible via the email address you listed on your petitioning form.
2. **If a petition is incomplete**, the candidate will be notified via the email listed on their petitioning form regarding the missing items/requirements. Any missing items must be submitted by the deadline date of May 31, 2022 to be considered for a seat in the program (if any remain) or a position on the wait list. Taking immediate action to complete any missing items is paramount, as seats in the program may fill prior to correcting the incomplete items of your petition. Remember, seats are offered first come, first qualified.
3. **The wait list is dissolved on July 31st each year.** Students on the wait list **are not carried over** from year-to-year. Students will be notified via the email listed on their petitioning form regarding when the wait list is dissolved. If a student is interested in petitioning for a future entrance year, they must meet any new admission requirements published in the Entrance Requirement Packet for that entrance year.
4. **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 2022, as outlined in the Fall 2022 ST Packet.
 - Are wait listed and not offered a seat after the wait list is dissolved.
 - Are unable to accept an offered seat for 2022. Students may not defer their ST admission in any case.
 - Informed the Admissions Office they are declining their seat or wait list position for Fall 2022.
 - 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 (2.0) and their seat was revoked.
5. **Students are not permitted to defer their enrollment** into the Surgical Technology Program for a future enrollment date. Students must petition again and meet all admission requirements in accordance with the policies and procedures required for the new petitioning year.
6. **If offered a seat in the program**, candidates are required to pay a \$100.00 deposit by May 1, 2022. If an acceptance offer is made past this deadline, the payment deadline date will be adjusted. The \$100.00 will hold a seat for the Fall 2022 program only. All previous balances due to the College must be paid in-full prior to submitting the 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.
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.

OTHER IMPORTANT INFORMATION

1. **Qualified students will be offered a seat for the program**, if one is available, after all steps have been successfully completed by the May 31, 2022 deadline.
2. **Credits received for BIO 150 and BIO 151 (Human Anatomy and Physiology I & II) prior to enrollment in AHS 100 and 101 for Fall 2022 must be dated Summer I, 2017 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 courses with virtual labs: assess@dccc.edu or 610.359.5324
3. **Once accepted to the program, a required Surgical Technology planning session** for admitted students will be held in April or May 2022. During this session, students will participate in an advisement session and register for program course work. Admitted students will be notified by email regarding the date of this required session.
4. **Accepted students to the program are required to purchase a second package** from Castle Branch. The package includes: 1) drug screening 2) Nationwide Healthcare Fraud & Abuse scan, and 3) document management.
5. **Admitted students 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.
6. **In addition to normal tuition, fees, and books, students are required to purchase** insurance and items specific for clinical rotation.
7. **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.
8. **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.
9. **The National Certification Exam** outcomes assessment exam (OAE) participation for the class of 2020 was reported as 100%. The OAE pass rate for the National Certification Exam for surgical technology (CST) was 69% for the class of 2020.
10. **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: Sara Evans, Vice President of Human Resources & Organizational Development (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, (abinder@dccc.edu), 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.

Surgical Technology Associate Degree Curriculum

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

Semester 1: (16-17 credits)	<u>CREDITS</u>
ENG 100- Composition I	3
PSY 140- General Psychology.....	3
BIO 150-Human Anatomy and Physiology I <u>or</u> AHM 104- Body Structure and Function I.....	4/3
AHM 220-Applied Microbiology.....	1
SOC 110-Introduction to Sociology.....	3
MAT 121-Introduction to Probability and Statistics.....	3
 Semester 2: (15-16 credits)	 <u>CREDITS</u>
AHM 233-Medical Terminology.....	3
BIO 151-Human Anatomy and Physiology II <u>or</u> AHM 105- Body Structure and Function II.....	4/3
AHA 207-Ethical/Legal Aspects of Health Care Management.....	3
COMM 100-Introduction to Interpersonal Communication.....	3
Humanities elective	3
 Semester 3: (13 credits) Fall Only*	 <u>CREDITS</u>
AHS 100*- Surgical Technology I.....	5
AHS 101*- Surgical Technology Practicum I.....	5
DPR 100- Introduction to Information Technology.....	3
 Semester 4: (10 Credits) Spring Only*	 <u>CREDITS</u>
AHS 102*- Surgical Technology II.....	4
AHS 103* Surgical Technology Practicum II.....	6
 Semester 5: (7 Credits) Summer I Only*	 <u>CREDITS</u>
AHS 200*- Surgical Technology III.....	1
AHS 201* -Surgical Technology Practicum III.....	6

TOTAL CREDITS: 61/63

SAMPLE OF COURSES BY SEMESTER

<u>First Semester</u>	<u>Second Semester</u>	<u>Third Semester</u>	<u>Fourth Semester</u>	<u>Fifth Semester</u>
ENG 100 PSY 140 BIO 150 <u>or</u> AHM 104 AHM 220 (pre-requisite to AHS 100) SOC 110 MAT 121	AHM 233 BIO 151 <u>or</u> AHM 105 AHA 207 COMM 100 HUMANITIES Elective	AHS 100* (Pre-requisite AHM 220 must be completed prior to entering AHS 100) AHS 101* *(Fall Only) DPR 100	AHS 102* AHS 103* *(Spring Only)	AHS 200* AHS 201* *(Summer Only)
Total Credits: 16 or 17	Total Credits: 15 or 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.	

REQUIREMENTS CHECKLIST

Checkpoint	Y/N
1. Submit an application for admission to Delaware County Community College, if not enrolled within the past year. (See page 3.)	_____
2. Demonstrate College Readiness in English & math. (See page 3.)	_____
3. If applicable, transfer previously earned college credits into the College. (See page 3.)	_____
4. High School credentialing on file with the College. (See pages 4.)	_____
5. Apply for Financial Aid (Recommended). (See page 5.)	_____
6. Complete Orientation & Course Registration (See page 5.)	_____
7. Meet with the Program Director, Jacqui Bak, for course advisement (See page 5.)	_____
8. Complete one (1) of the two Options for Admission. (See page 6.)	_____
9. Secure & store background clearances with Castle Branch. (See pages 7 & 8.)	_____
10. Maintain good Academic Standing (2.0 GPA) at the College at all times. (See page 9.)	_____
11. Be in compliance and in good standing with the College's Code of Conduct at all times. (See page 9.)	_____
12. Photocopy an approved Proof of Residency for petitioning file. (See page 9.)	_____
13. Make <u>photocopies of all pertinent documents</u> for your personal records.	_____
14. Submit your petition. (See pages 10 & 15.)	_____

? QUESTIONS ?

Please direct questions regarding the *admissions process* to:

Nancy Wheeler, Assistant Director of Admissions

Email: nwheeler@dccc.edu (best method)

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



Surgical Technology Petition
FALL 2022

Delaware County Community College
901 South Media Line Road
Media, PA 19063
610-359-5050

Applicants will only be considered for the Fall 2022 Surgical Technology program once all admission requirements have been completed and submitted. Applicants are offered seats on a first come, first qualified basis. See page 10, Requirement #13, for specific directions regarding the required documents needed to submit with your petition.

Submit petitioning paperwork (see Requirement #13) to: petitioning@dccc.edu

Student ID # P00
Legal Name: Last First Middle
Maiden Name: Last
Legal Address: Street Address City State ZIP
Primary Phone #: Alternative Phone:
Primary Email:
DCCC Email:

PLEASE RESPOND TO ALL OF THE FOLLOWING:

1. I submitted a petition to the Surgical Technology program previously.

No Yes - indicate year:

(This information will not be used in evaluating your petition; it is merely used to locate any previously submitted paperwork still available.)

2. Please indicate:

High school graduate GED certification International Evaluation

(A copy of your official, final, high school credentials MUST be on file with DCCC's Records Office.)

3. I chose to qualify by this option (check one only):

Credit Option

List the colleges from which the transcripts are being sent

Three horizontal lines for listing colleges

Testing Option

Indicate: SAT or ACT

Signature of Petitioner

Date