

LARAMIE COUNTY COMMUNITY COLLEGE
SURGICAL TECHNOLOGY AAD PROGRAM
(Accelerated/Alternate Delivery)



ADMISSION INFORMATION AND PROCESS

We are pleased with your interest in our Surgical Technology AAD Program and hope that you will further your career, by adding formal education to your on-the-job training experience, and establish eligibility for the National Board Certifying exam.

The Surgical Technology program at Laramie County Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Accreditation means that program graduates are eligible to take the national certifying exam administered by the National Board for Surgical Technology and Surgical Assisting (NBSTSA).

Alternate delivery of the program is provided through online instruction and portfolio development. **It is strongly recommended that you visit <http://lccc.wy.edu/academics/online/start.aspx>. Surveys are available at <http://www.lccc.wy.edu/academics/online/> to help you decide if taking online classes are a good choice for you.**

Please note that it is the applicant's responsibility to complete all required application documents. Failure to provide all required information by the application deadline may cause the applicant to be ineligible for consideration.

This information is available online or by hard copy in program office:

http://lccc.wy.edu/programs/surgicalTechnology/AAD_program.aspx

To apply for admission to the AAD Surgical Technology Program, please complete the Surgical Technology program application form. Applications will be accepted up until three weeks to the start of each semester. Applications received after the due date will be considered based on the date received and number of open seats available.

Part 1. ST Skills Checklist form.

The form is to be verified and signed by the current employer. [ST Skills Checklist](#).

Part 2. References

Obtain two completed Reference Forms (attached); one from an employer and one from a surgeon. These are to be returned to the Program Director under separate cover by the individual completing the form.

Part 3. Provide documentation verifying clinical experiences.

Documentation verifying clinical experiences for 120 cases in the first scrub role, for two of the last four years of experience is required. These cases must include a minimum of 30 cases in general surgery and 90 cases in various surgical specialties. Sixty of those cases must be in a minimum of four surgical specialties. The documentation must include your name, facility, date of procedure, surgical procedure and specialty designation (general surgery, various surgical specialties).

SELECTION OF STUDENTS

All completed applications will be reviewed by the Surgical Technology Program admissions committee. Selection will be based on the following criteria:

- a. Requirements for acceptance, as listed above.
- b. References
- c. Advising meeting, remotely, with the Surgical Technology Program Director

Should any students receive identical scores; the date of receipt of the applications will be considered in assigning priority. Final selection will be made and the students will be notified. An alternate list will be made to fill any cancellations.

Our program does not have a waiting list; therefore, students not selected for admission into the Surgical Technology Program must initiate the admission process the following year before being reconsidered. All students' applications not selected will be kept for one year after the deadline and will then be destroyed.

Successful applicants who have completed the admission process will be notified at least two weeks prior to the start of the semester, of their selection for conditional acceptance. NOTE: As applications for financial aid are due prior to the application period, it is suggested that all applicants eligible for aid apply as soon as possible, rather than waiting until notification of acceptance.

After acceptance is granted, students accepting the appointment may be required to provide necessary documentation to complete the admissions program process. The acceptance letter will contain a list of items and due dates.

After conditional acceptance is granted, students accepting the appointment will be required to provide necessary documentation to complete the admissions program process. The acceptance letter will contain a list of items and due dates.

NOTE:

- a) Conditionally accepted students must provide verification of current vaccinations and titers (Hepatitis B, Rubella, Rubeola, Mumps, PPD (Tuberculosis), Diphtheria-Tetanus, Varicella, and Influenza)
- b) Current CPR certification from the American Heart Association for Basic Life Support for the Healthcare Provider.
- c) All allied health students are required to submit a pre-clinical urine drug screen according to the policy of the Allied Health Programs at LCCC. The drug screen is completed at the student's expense and must be paid for at the time of application via the American Data Bank website.

At their discretion, clinical sites may also require a drug screening and/or a criminal background check prior to allowing students into the clinical setting. (If required, any associated fees will be the responsibility of the student.) In addition, LCCC and the clinical sites may require random drug testing and/or drug testing for reasonable cause. Generally, the urine drug test screens for alcoholic beverages, illegal drugs, or drugs that impair judgment while in the clinical agency. Testing positive on the screening, or evidence of tampering with a specimen, will disqualify a student from participation from the clinical assignment.

In addition to drug screening, for the safety of patients and health care workers, allied health students must also undergo a background check performed by American Data Bank at the student's expense. Your acceptance into an allied health program at LCCC will not be final until LCCC has received background check information from the reporting agencies, and the background check is clear of disqualifying offenses. For more information, please see the complete Health Sciences and Wellness Division Policies for Allied Health Students posted on the Division website. Certain criminal activities, as evidenced by a criminal background check may also disqualify a student from clinical participation.

Students are advised that the inability to gain clinical education experiences can result in the inability to meet program objectives and outcomes. These circumstances may prevent progression through the program, and ultimately result in dismissal from the program.

In keeping with the program's due process policies, if a student disagrees with the accuracy of the information obtained, s/he may request a confirmatory test and/or a review of the accuracy of the background information within ten (10) working days. All requests must be made in writing to the Dean, Health Science and Wellness, and must include relevant information and/or extenuating circumstances supporting the request. A designated committee will review the results and the request, and will be responsible for making the final decision regarding the student's request. The student will be notified in writing of the committee's decision within ten (10) working days.

PROGRESSION

To progress in the Surgical Technology Program, the student must:

1. Maintain a minimum grade of "C" in each required Surgical Technology and support courses.
A support course is any course that does not contain the SURG prefix. A cumulative GPA of 2.0 or above is required prior to and after acceptance into the program.
2. Take surgical technology courses in sequence.

ESTIMATED EXPENSES

See college catalog for general college expenses. Additional estimated expenses for the Surgical Technology program are:

Program fees	varies from \$200-\$375 / semester
Books	\$700

STUDENT SERVICES

There are student services available for online students. See college catalog for information.

LCCC NON-DISCRIMINATION STATEMENT

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

The College has a designated person to monitor compliance and to answer any questions regarding the college's non-discrimination policies. Please contact: Title IX and ADA Coordinator, Room 117, Student Services Building, 1400 E College Drive, Cheyenne, WY 82007, 307.778.1217, TitleIX_ADA@lccc.wy.edu.

QUESTIONS

If you have any questions about the Surgical Technology Program or the admission process which are not answered here, please contact:

Connie Czarnecki, MBA, BBA, CST/CSFA, RSA
Surgical Technology Program Director
Health Sciences and Wellness Division
Phone: 307.778.1155 Fax: 307.778.1395

Or visit our website at: www.lccc.wy.edu/programs/surgicaltechnology

LARAMIE COUNTY COMMUNITY COLLEGE
SURGICAL TECHNOLOGY PROGRAM



Application Form
(Print or Type)

Name _____ Today's Date _____

Address _____ Phone: Home _____

City, State, Zip _____ Cell _____

Email _____

NOTE: Please advise the Surgical Technology Program Director if there is a change in any of the information above, so that we may contact you if additional information is required.

Part 1. ST Skills Checklist form.

The form is to be verified and signed by the current employer. [ST Skills Checklist](#).

Part 2. Obtain 2 completed reference forms (attached) to be mailed directly to the Program Director at the address given at the end of the application. Please list the names of the applicable individuals here:

1. _____ 2. _____

Part 3. Provide documentation verifying clinical experiences.

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LARAMIE COUNTY COMMUNITY COLLEGE
 1400 E. COLLEGE DRIVE • CHEYENNE WYOMING 82007
 SURGICAL TECHNOLOGY PROGRAM

REFERENCE FORM

To Be Completed By Applicant

Name:	Application for Fall:
Address:	Phone (Home):
	(Cell):

To Be Completed by Individual Serving as a Reference:

The applicant named above is applying for acceptance into the Surgical Technology Program at Laramie County Community College. As part of the application process, each applicant must have 2 reference forms completed and returned to the Program Director **by the program's application deadline**. Selection is on a competitive basis, so your input is very valuable to us.

Please rate the applicant in the categories below, answering as honestly as possible in order to allow us to select the best candidates for our program. All answers are kept strictly confidential, and are shared only with the Surgical Technology Selection Committee.

After completing the form, please seal the enclosed pre-addressed envelope, sign over the seal, and drop it in the mail **before the deadline**. All reference forms are to be sent directly to the Program Director, as indicated on the envelope. If you have any questions, please call Connie Czarnecki at 307.778.1155 or email: cczarneck@lccc.wy.edu.

Thank you for your assistance.

Please place an "X" in the column under the rating which best describes the applicant's abilities in each area with 5 being the highest rating, and 1 the lowest.	Lowest				Highest
	1	2	3	4	5
Attendance					
Punctuality					
Professional appearance					
Dependability					
Follows instructions					
Respect for authority					
Initiative					
Follows through					
Learns from mistakes					
Motivation level					
Interpersonal skills					
Team player					
Overall work ethic					
Would you recommend this candidate?					

Please feel free to comment on any of your answers or provide any other additional information on the back of this page which you feel may assist us in our selection.

Signature: _____ Date: _____

Print name: _____ Title: _____

Capacity in which you know/knew the applicant: _____

How long have you known the applicant? _____

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	1	2	3	4	5
Attendance					
Punctuality					
Professional appearance					
Dependability					
Follows instructions					
Respect for authority					
Initiative					
Follows through					
Learns from mistakes					
Motivation level					
Interpersonal skills					
Team player					
Overall work ethic					
Would you recommend this candidate?					

Please feel free to comment on any of your answers or provide any other additional information on the back of this page which you feel may assist us in our select

Signature: _____ Date: _____

Print name: _____ Title: _____

Capacity in which you know/knew the applicant: _____

How long have you known the applicant? _____

