



Application Packet

Revised September 2021

Associate of Applied Science SURGICAL TECHNOLOGY

***** Application Process is OPEN *****

The application for Spring 2022 admission is now open with a submission deadline of **October 15, 2021 at 5:00 pm**. Application forms must be single-sided prints only and submitted in a 9x12 envelope or by email PDF.

- [2021-2022 Catalog Description](#)
- [Surgical Technology Program Homepage](#)
- [Program Application](#)

Mail

Robyn Hoggatt, Program Director Surgical Technology
Flathead Valley Community College
777 Grandview Dr.
Kalispell, MT 59901

Email PDF

rhoggatt@fvcc.edu

Drop off

Robyn Hoggatt, Program Director Surgical Technology
Office: BC-123A

Dear Surgical Technology Applicant:

Thank you for your interest in the Surgical Technology Program at Flathead Valley Community College. As you prepare your application for submission, there are a few items to consider. This application is for the program itself. If you are not already enrolled at FVCC, you must complete a separate application for college [admission](#).

The program application process is your opportunity to present yourself for consideration into the Surgical Technology Program. Your application will be evaluated and ranked in two steps and multiple categories. Each step in the process has been carefully considered and is a valuable asset to the application as a whole. Please be aware that in evaluating each applicant, attention will be paid to how well the application directions have been followed. An applicant may lose points if the application portfolio is not complete.

WHEN TO APPLY:

Applications must be received no later than Friday, October 15, 2021 at 5:00 p.m. Students may apply to the Surgical Technology Program in the semester in which they are completing the program prerequisite courses. Prerequisite courses must be completed before applying to the program but do not have to be taken in one semester. *Indicates prerequisite and/or corequisite needed. Check course description in the [FVCC Academic Catalog](#).

- [AHMS 144 - Medical Terminology](#) Credits: 3
- [AHST 101 - Introduction to Surgical Technology](#) Credits: 3
- [BIOH 201NL - Human Anatomy and Physiology I](#) Credits: 4 *
- [BIOH 211NL - Human Anatomy and Physiology II](#) Credits: 4 *
 - [May be taken as a corequisite to AHST courses Spring 2022](#)
- [M 120 - Mathematics with Health Care Applications](#) Credits: 3 *
- [PSYX 100A - Introduction to Psychology](#) Credits: 4
- [WRIT 101W - College Writing I](#) Credits: 3 *
- Select one of the following:
 - [COMX 111C - Introduction to Public Speaking](#) Credits: 3
 - [COMX 115C - Introduction to Interpersonal Communication](#) Credits: 3

*Indicates prerequisite and/or corequisite needed. Check the course description.

Important Course Notes:

- COURSE REPEAT LIMIT: All prerequisite courses may be taken a maximum of 2 times.
- COURSE AGE LIMIT: Consult with the Program Director if prerequisite courses were taken ten or more years ago.
- GRADE ACCEPTANCE for BIOH 201NL & 211NL, Human Anatomy and Physiology I & II:
 - Must be completed with a minimum grade of "C" (2.0 GPA)

- Online A&P courses will NOT be accepted without prior approval.
- GRADE REQUIREMENT for ALL OTHER COURSES:
 - Must be completed with a minimum grade of “C” (2.0 GPA).
- SURG TECH PROGRAM CORE COURSES can be taken in advance of program admission:
 - [BIOH 113 - Human Form and Function II](#) Credits: 4*
 - [BIOM 250NL - Microbiology for Health Sciences](#) Credits: 4*
 - **Please register for BIOM 250L on November 1, 2021. You will not be admitted to the Surgical Technology Program if you are not enrolled in this course.**

Program Application

1. REVIEW both the program course and application requirements listed in this application packet. If you have questions, it is important to consult the health sciences advisor or the program director prior to applying.
2. COMPILE the portfolio components that have been established for the program application. Each individual component weighs equally to create your application score. The portfolio components MUST be submitted as single-side prints.
 - a. Cover Letter: Submitted in formal letter format and includes your mailing address, phone number, and email address. It is the most important part of your application because it introduces you to the selection committee and explains why you want to be accepted into the program. It is very important that your letter meets these requirements:
 - i. 200 and 300 words, no longer than 1 page, printed in 12-point font, single-spaced, with one-inch margins.
 - ii. Introduction
 - iii. Explain why you are interested in the field of surgical technology.
 - iv. Describe your personal characteristics that make you a good candidate.
 - v. Conclusion
 - b. Resume
 - c. Two **Professional** Letters of Recommendation: handwritten letters will not be accepted.
 - i. [Follow these guidelines](#)
 - d. Unofficial Transcripts and Transfer Evaluation
 - i. Unofficial FVCC transcript
 - ii. Transfer evaluation, if applicable, by the FVCC registrar’s office.
 - iii. For courses currently in progress, provide a copy of your current schedule.
 - e. Essay: 500 word essay in [MLA format](#) including the following:
 - i. Title page
 - ii. Introduction

- iii. Personal characteristics and physical demands of the profession
 - iv. Description of the working environment including hours typically worked
 - v. Places of employment
 - vi. Duties, roles and responsibilities
 - vii. Requirements for certification
 - viii. Conclusion
 - ix. Reference page citing three sources of information using MLA format
 - f. Application Attestation
 - g. Selective GPA Calculation Worksheet
 - h. Grade Inquiry Form
3. SUBMIT
 - a. Application portfolio with all requested materials in a sealed envelope to the address below, email PDF, or hand-deliver to BC-123A.
4. PERSONAL INTERVIEW: Once applicants have met the program criteria, selected students will be interviewed by a selection committee, objectively assessed, and notified of admission status into the program. Selected applicants will receive notification of a predetermined interview date and choose from interview time slots available on a first come, first served basis.
5. ADMISSION OFFERS: All applicants will be notified of their status by letter after the selection process is complete. The letter should arrive within 3 weeks after the application deadline. A letter of intent will be enclosed for the accepted applications which must be signed and returned by the specified date.
6. **IMPORTANT:** Once students receive initial acceptance into the Surgical Technology program, students will be given instructions to create a CastleBranch account, and are responsible for the \$87.00 fee. A criminal background check will be conducted through CastleBranch. CastleBranch will also prompt students to submit required immunizations and documents for clinical rotations.
 - a. CRIMINAL BACKGROUND CHECK: Final admission to the program is contingent upon passing a criminal background check which includes a national sex offender search and an exclusions list check as well as the national criminal background check. Clinical facilities require background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment.
 - b. IMMUNIZATIONS are required by our clinical affiliates. Students taking more than 6 credits have the option to utilize the Student Health Clinic for immunizations. The clinic may be contacted at 406-756-4331 for information on costs, billing, and appointments.

- MMR - Record of two vaccinations or positive titer results for each
- Hepatitis B Titer with Positive results: three doses of vaccine are administered followed by a titer to check for immunity. If the titer results are negative, a booster must be administered followed by another titer. Students can choose to sign a declination form.
- Varicella - two vaccines, titer, or official physician documented history of chickenpox
- Tdap within the last 10 years and cannot be Dtap, TD, or any other combination.
- Flu shot: Fall 2022
- TB (2 options) completed within 12 months of first clinical rotation
 - Record of two negative TB skin tests (two-step). If you are providing the two-step documentation the second test must be initiated between 7-21 days after the first negative test was read. If not completed in the correct time frame, tests will need to be redone.
 - Negative Quantiferon or T-SPOT TB blood test in the last 12 months. (If the test is positive, a chest x-ray is required.)

I am eager to review your application, and will provide feedback to you in a timely manner. If you have questions, please contact me by phone at (406) 756-4414 or [email](#) for further information.

Sincerely,

Robyn Hoggatt

Robyn Hoggatt, BAS, CST | Program Director Surgical Technology

rhoggatt@fvcc.edu | (406) 756-4414 or (406) 298-3978

777 Grandview Dr. | Kalispell, MT 59901

Attestation

Please complete the application attestation, initial in each box, and sign at the bottom.

AN INCOMPLETE AND/OR UNSIGNED APPLICATION WILL NOT BE PROCESSED.

Please Print

Last Name	First Name	MI	DOB	Student ID #
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Mailing Address

Email *Notification of acceptance/non-acceptance will be sent to this address* Telephone Number

- I understand that I must submit the following by **July 1, 2022**:
- Proof of Hepatitis B Series including antibody titer results. (you must show proof that you have at least started the series)
 - Proof of two doses of measles, mumps, rubella (MMR) immunization, or lab titer for each; either by dates of two vaccinations after your first birthday, a physician diagnosis of disease history or laboratory verification of positive antibody titer, (need only one of these methods of verification).
 - Proof of two varicella vaccination dates, or lab titer, or official physician documentation of chickenpox history (need only one of these methods of verification).
 - Proof of Tdap: Tetanus/diphtheria/pertussis (whooping cough) vaccination as an adult.
 - I understand that I will be notified by email on or before November 15th, 2022 whether or not I have received placement in the ST Program for Spring Semester 2022. Students will need to respond to the FVCC ST Program Director in writing of their choice (email or letter) to accept or decline admission into the ST program. Students who are put on the waiting list will be offered a placement assignment if and only if an opening occurs. The wait list is maintained only until the first week of Spring Semester 2022. Students who are not accepted may reapply for placement into a following year program during the open application process.
- I understand that all placements in the Flathead Valley Community College ST Program are dependent upon sufficient financial, faculty and clinical resources.
- Please list college/universities you have attended:
- | Name of Institution | Dates of Attendance (month/year) | Degrees earned (if applicable) |
|---------------------|----------------------------------|--------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
- I have submitted transcripts from all colleges/universities listed above. If official copies of transcripts are on file in the FVCC Admission Office, photocopies are acceptable to include with this application. (These are available to download and print from your Student Portal.)

- I have evaluated my transcript(s) and academic standing and I am confident that I can complete or have completed, with a grade of "C" or higher, all of the required prerequisite courses for the Surgical Technology Program placement by the end of Fall Semester 2021. My selective GPA in these courses is at least 2.75 (on 4.0 scale).
- I have included the completed selective GPA worksheet.
- I have provided proof of current professional certifications (if applicable) such as Certified Nursing Assistant (C.N.A), Emergency Medical Technician, Certified Medical Assistant, etc. Professional certifications will need to be approved by the program director as related to the health profession prior to submission.
- I have included a cover letter
- I have included my resume.
- I have included an essay in MLA format.
- I have included my 2 Professional Recommendation letters which are unopened, sealed in a standard letter-size envelope, and signed across the seal by the person who completed the recommendation.
- I understand that upon withdrawal from the program for any reason, re-entry into the program is not guaranteed.
- I understand that my final admission to the program is contingent upon passing a criminal background check.
- I have retained a copy of this application for my records.

Printed Name of Applicant _____

Student Signature _____ Date _____

Selective GPA Calculation Worksheet

Please fill in the information requested below and calculate your own GPA. If you are currently enrolled in pre-requisite courses listed below, simply indicate the semester you are taking the course. Then complete and attach the **Grade Inquiry Form**.

Instructions for calculating selective GPA:

1. Insert grade earned for classes taken through Spring 2021.
2. Enter points based on grade as follows: A = 4; A- = 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C = 2
3. Multiply points by credits for each class and enter in the last column.
4. Total number of credits completed.
5. Total last column.
6. Divide the last column by total credits to find GPA.

Student Name _____ Current Term _____

Course	Name	Grade	Points	Credits	Points X Credits
AHMS 144	Medical Terminology			3	
AHST 101	Introduction to Surgical Technology			3	
BIOH 201NL	Human Anatomy and Physiology I			4	
BIOH 211NL	Human Anatomy and Physiology II May be taken Spring 2022 as a corequisite to AHST courses.			4	
COMX 111C	Introduction to Public Speaking			3	
COMX 115C	Introduction to Interpersonal Communication			3	
M 120	Math with Health Care Applications			3	
PSYX 100A	Introduction to Psychology			4	
WRIT 101W	College Writing I			3	
Total				27	
GPA (Total Points/ Total Credits)					

Student Signature _____ Date _____

Grade Inquiry Form

The grade that you are currently receiving in the prerequisite course or corequisite course will be applied to your application and the correct amount of points will be added. Should you not complete the course with this grade (or better), the points will be adjusted and you may lose your spot in the program.

Student Name _____ Current Term _____

Course	Name	Grade	Instructor Signature
AHMS 144	Medical Terminology		
AHST 101	Introduction to Surgical Technology		
BIOH 201NL	Human Anatomy and Physiology I		
BIOH 211NL	Human Anatomy and Physiology II <i>May be taken Spring 2022 as a corequisite to AHST courses.</i>		
COMX 115C	Introduction to Interpersonal Communication		
M120	Math Applications for Allied Health Professionals		
PSYX 100A	Introduction to Psychology		
WRIT 101W	College Writing I		

Student Signature _____ Date _____