MOORE NORMAN
TECHNOLOGY CENTER

Surgical Technology
Application Booklet
2024-2025

Moore Norman Technology Center

Surgical Technology
Application Booklet 2024-2025

Apply online at https://mntc.axstudent.com/#/categories.

We encourage you to complete each step of the application process **as soon as possible** to ensure that you are able to get everything done before the May 17, 2024 deadline. Follow the timeline below to complete the application process:

<u>Deadline</u>
Applications open January 8, 2024
Submit application by May 3, 2024
Complete all required steps and submit all documents by May 17, 2024 at noon.

Dear Prospective Student:

Thank you for your interest in Moore Norman Technology Center (MNTC) and our Surgical Technology program. We know you have a choice when it comes to your education, and we hope you will consider attending MNTC.

This booklet is intended to provide general information about our program, as well as guide you through the application and enrollment process. Although there is a great deal of information, we hope it is presented in an easy-to-follow format. Enclosed for your benefit is a list of questions to ask of any Surgical Technology program that you are considering.

Health care professionals are in high demand today, especially surgical technologists. Surgical technology can be a rewarding career choice with opportunities for advancement and additional education. We believe our program at MNTC is one of the best in the state with a dedicated faculty and excellent facilities.

As you consider one of the most important decisions of your life, we hope you will find the MNTC Surgical Technology program as the next step for you. Please feel free to contact Student Services at customer.inquiry@mntc.edu if you have any questions or would like additional information.

Sincerely,

Julie Pennington, CST Program
Coordinator

Fallan Hammond, CST
Instructor

SURGICAL TECHNOLOGY APPLICATION BOOKLET 2024-2025

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Surgical Technology
Information Session Schedule

All applicants are **<u>required</u>** to attend one of the information sessions listed below. Sessions last approximately 1 hour.

Wednesday, January 24, 2024	9:00 am	Health Careers Building, Room 316
Tuesday, February 6, 2024	1:30 pm	Health Careers Building, Room 316
Thursday, February 29, 2024	10:00 am	Health Careers Building, Room 316
Tuesday, March 26, 2024	1:30 pm	Health Careers Building, Room 316
Wednesday, April 3, 2024	11:00 am	Health Careers Building, Room 316
Thursday, April 25, 2024	6:00 pm	Health Careers Building, Room 316

It is an application requirement to attend one of these sessions.
To schedule, please email <u>customer.inquiry@mntc.edu</u> with your
preferred date or call (405) 801-5000.

DEADLINE FOR APPLICATION:
Apply online at https://mntc.axstudent.com/#/categories.
Submit required documentation by 12 p.m. (noon) on
May 17, 2024.

SURGICAL TECHNOLOGY
(1300 Hours)
2024-2025

The MNTC Surgical Technology Program provides training and skills necessary to become a surgical technologist. Our goal is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. A surgical technologist is an integral member of the surgical team, responsible for preparation of sterile supplies, equipment and instruments, and assisting the surgeon in their use. The surgical technologist most frequently serves as instrument handler, setting up instruments, and then passing them to the surgeon. A surgical technologist may also assist the surgeon by performing tasks such as retracting incisions, cutting sutures and utilizing suction to maintain a clear field of vision for the surgeon.

The MNTC Surgical Technology Program is accredited with the Commission on Accreditation of Allied Health Programs (CAAHEP). This recognition means the MNTC Surgical Technology Program meets national standards set for surgical technology education. Only graduates of CAAHEP-accredited Surgical Technology Programs are eligible to take the exam to become a Certified Surgical Technologist (CST).

Who Can Apply?

The program is open to post-secondary adult students only. Students must be at least 18 years old by the first day of class. Enrollment is limited. Students must meet **ALL** entrance requirements. **It is the applicant's responsibility to be sure their documentation is turned in and complete.**

Schedule

Students will attend class from 9 a.m. – 4:10 p.m. Monday through Friday until clinicals begin. From November – May, students will attend clinicals on Mondays, Tuesdays, Wednesdays, Thursdays and some Fridays from 6:30 a.m. – 3:15 p.m. and attend class on Fridays from 9 a.m. – 4:10 p.m. The program is completed in two consecutive semesters, August through May.

Program Expenses:

Please visit https://www.mntc.edu/long-term-programs/health/surgical-technology for the most current information regarding costs for the Surgical Technology program.

Entrance Requirements:

- Apply online at https://mntc.axstudent.com/#/application/ozr.
- A Career Advisor will be contacting you by email and/or phone to schedule an appointment with you. *Please be sure you are regularly checking the email that you verified on the admission application. A few past applicants have reported emails from MNTC in their junk/spam folders, so please check your email filters. It is also highly recommended you set up voicemail on your phone if you have not yet done so.*
- Meet with a Career Advisor
- Complete Surgical Technology Program information session
- Official high school transcript or equivalent.
- Assessments finished (one of the following)

- o **Minimum** of 12 college hours with GPA of 2.5 *OR*
- o **Minimum** ACT composite score of 19 (Residual ACT scores will be accepted) *OR*
- o **Minimum** SAT composite score of 980 **OR**
- o **Minimum** Next Gen Accuplacer scores of:
  - Reading   246+
  - Writing   250+
  - Arithmetic   238+
    OR
  - Quantitative Reasoning, Algebra and Statistic (QAS) 237+
- DAT (Abstract Reasoning) (fee of $17)
- O'Conner Dexterity Test
- Provide documentation of immunizations, titers, skin tests, OSBI background check, Hepatitis B waiver, and Flu Vaccine Agreement.
- Students must provide own transportation to class and clinicals
- CPR-BLS for Healthcare Providers – **to be taken after acceptance into the program**
- TB Skin Test – to be taken after acceptance into the program
- Drug screening and national background check will be required after acceptance and conducted randomly.

Students must purchase several sets of program-specific scrubs, safety goggles/glasses, and work/clinical shoes. The style, size, and other order information will be provided once accepted into the program. You must purchase the required style and no other types of scrubs will be permitted in class or clinicals.

Surgical Technology Courses

Course	Hours
Surgical Techniques I	158
Surgical Techniques Practicum I	173
Anatomy, Physiology, and Pathology	140
Surgical Techniques II	138
Surgical Techniques Practicum II	260
Surgical Techniques III	139
Surgical Techniques Practicum III	244
Medical Terminology	48
Total Program Hours	**1,300**

Course Description

Surgical Techniques I: This course prepares the student to enter the clinical phase of the program. Covered in this course of study is the *basic knowledge* the student will need before assuming the clinical responsibilities of an entry-level surgical technology student.

Surgical Techniques Practicum I: This course prepares the student to enter the clinical phase of the program. Covered in this course of study are the basic hands-on skills and *competencies* the student will need to master before assuming the clinical responsibilities of an entry-level surgical technology student. Each of these skills is covered in theory within Surgical Techniques I.

Anatomy, Physiology, and Pathology: This course covers the human body in health and in disease. Surgical Pathology is emphasized throughout.

Surgical Techniques II: This course covers the techniques and theories of the common surgical specialties and procedures listed below. Surgical pathology and anatomy will be reviewed throughout.

Surgical Techniques Practicum II: This course is all clinical in nature and setting. The student will be assigned to specific clinical sites and will be directed by the clinical preceptors of that facility as well as being monitored by the MNTC faculty. They will be actively using the skills and knowledge they acquired in the classroom and laboratory in a real operating room setting.

Surgical Techniques III: This course covers the techniques and theories of the common surgical specialties and procedures listed below as well as addressing special needs patients, contemporary issues in present day surgery, and the preparation of a resume, cover letter and interviewing techniques. Surgical pathology and anatomy will be reviewed throughout.

Surgical Techniques Practicum III: This course is all clinical in nature and setting. The student will be assigned to specific clinical sites and will be directed by the clinical preceptors of that facility as well as being monitored by the MNTC faculty. They will be actively using the skills and knowledge they acquired in the classroom and laboratory in a real operating room setting.

Medical Terminology: This semi self-paced, independent study course presents a study of basic medical terminology. Emphasis is placed on spelling, definition, usage and pronunciation.

Federal Financial Aid

Federal Financial Aid is available to adult students attending a 600+ hour program at MNTC. A high school diploma or equivalent is required to apply for financial aid. The programs eligible to participate in Student Financial Aid (SFA) funds are approved and accredited by the Oklahoma Department of Career and Technology Education (ODCTE). For a complete list of approved programs, contact the Financial Aid office.

Federal Financial Aid Programs Offered at MNTC

The following are the financial aid programs available, if a student qualifies:
- Oklahoma Tuition Aid Grant Program (OTAG): This program is administrated by the Oklahoma State Regents for Higher Education.
- Federal Pell Grant (Pell) Program: This is a need-based program, and eligibility is pre-determined by the Department of Education.
- Federal Supplement Educational Opportunity Grant (FSEOG) Program: This program is offered to students based on need. To qualify for FSEOG, the Expected Family Contribution (EFC) must be zero. The funds will be awarded to the students who have completed their application and been accepted until funds are exhausted.

Other Financial Assistance

Other federal/state funding agencies have assisted MNTC students in the past and will continue to assist for the current school year. To find out more about the agencies and available assistance, contact the Financial Aid Coordinator at 405-801-5046.
- Vocational Rehabilitation Services
- Veteran Administration Benefits
- Bureau of Indian Affairs (BIA)
- Workforce Investment Board

How to Apply for Financial Aid Programs (SFA)

To apply for the Pell, FSEOG and OTAG, applicants must complete the Free Application for Federal Student Aid form called the FAFSA. NOTE: Students must apply for all other assistance or scholarship program(s) through the required agency or organization offering the funds.

The FAFSA may be submitted in the following ways:
- By mailing the paper FAFSA to the Federal Processor (the FAFSA form is available by calling 1- 800-4-FED-AID and requesting a paper application be mailed to you, or by printing a PDF version available at **fafsa.gov**.)
- Through the internet by using FAFSA on the web at: **fafsa.ed.gov**

In order for MNTC to receive a student's FAFSA information, our school code must be reported on the FAFSA. Our school code for the FAFSA is 012272.

Upon completing the FAFSA online, contact the Financial Aid office within three to five days at (405) 801-5046 to begin completing the remaining portions of the financial aid process.

Non-Discrimination Statement
There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's nondiscrimination policy (including 504, ADA, Title IX): Assistant Superintendent, Instruction and the Executive Director, Human Resources. Inquiries concerning application of this policy or to file a complaint may be made by calling 405.801.5000, emailing compliance.officer@mntc.edu or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069. Visit www.mntc.edu/consumerinfo for details.

International Applicants
International Applicants must provide a high school equivalency assessment letter indicating foreign country education is equivalent to U.S. high school education, during the application period. The evaluation may be obtained through World Education Services at www.wes.org.

Make an Informed Decision

Questions to ask and responses to look for in a Surgical Technology program

1. **How long has the Surgical Technologist program been in operation? What percent of its graduates were able to find jobs in their field?**

   MNTC's: MNTC's Surgical Technologist program was established in 1998. To date, all of our graduates who have attempted to obtain employment have been hired as surgical technologists prior to or within six months of graduation.

   Other School:

   Other School:

2. **How many students does the program accept each year? How many have graduated? What is the program's retention rate?**

   MNTC's: We accept 20 *qualified* applicants per year. Small classes allow for frequent one-on-one attention from the instructors and adequate clinical opportunities. We have had an 82% retention rate for the past 20 years.

   Other School:

   Other School:

3. **How many full-time instructors are available for the students?**

   MNTC's: We have two nationally Certified Surgical Technologists (CST) who exclusively teach the Surgical Technology program. Both participate in every aspect of classroom and clinical preparation and training.

   Other School:

   Other School:

4. **What is the total program cost?**

   MNTC's: For the most up-to-date estimate for program costs, please visit https://www.mntc.edu/long-term-programs/health/surgical-technology

   Other School:

   Other School:

5. **Are there any other expenses? Books, scrubs, tests, etc.?**

   MNTC's: MNTC's tuition and fees include textbooks, workbooks, study guides, core syllabus, jacket and picture ID badges. Each student receives a membership to Heath Occupation Students of America (HOSA), the Oklahoma State Assembly (OKSA) and the Association of Surgical Technologists (AST). The AST provides discounts on conferences and a monthly magazine, and HOSA provides leadership opportunities along with state and national competitions. A pre-certification exam to identify each student's strengths and weaknesses prior to their taking the national certification exams and the cost for applying and taking the CST and TS-C examinations are all included. Visit https://www.mntc.edu/classes/career- majors/surgical-technologist for the most current information regarding costs for the Surgical Technology program.

   Other School:

   Other School:

6. **Where are Clinicals?**

   MNTC: We have clinical rotations in several departments at the following health care facilities: Integris Portland, Saint Anthony Midwest Regional Hospital, Integris Baptist Medical Center, Integris Edmond, Integris Lakeside Women's Center, Integris Southwest Medical Center, Integris Yukon, McBride Orthopedic Hospital, Mercy Health Center South, Mercy Health Center North, Mercy Health Center Edmond, Norman Regional Hospital, Norman Regional HealthPlex, OCOM-Oklahoma Center for Orthopedic and Multi-Specialty Surgery Hospital (North and South facilities), Oklahoma Heart Hospitals (North & South Facilities), Oklahoma Spine Hospital, Oklahoma Children's Hospital OU Health, Edmond Medical Center, Everett Tower Labor and Delivery, OU Health – University of Oklahoma Medical Center, St. Anthony Shawnee, and Surgical Hospital of Oklahoma.

   Other School:

   Other School:

7. **Is the school and the program accredited by the agencies that make policies for surgical technology? And why is accreditation important to the student?**

   MNTC: We are fully accredited by the Oklahoma Department of Career and Technical Education (ODCTE), the Oklahoma State Department of Education and specifically for surgical technology by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). *Only* graduates from programs accredited by CAAHEP are eligible to take the national certification exam offered by the (NBSTSA). Many employers are demanding that their surgical technologists become certified, and in the case of an entry-level surgical technologist, they use certification as a requirement for new hires.

   Other School:

   Other School:

8. **How can I be absolutely sure that a program is accredited by the *proper* agency?**
   Ask to see the official certificate from CAAHEP and go to the internet sites:
   www.arcstsa.org or www.caahep.org or www.ast.org to look up the school in question.

   MNTC: We proudly display the certificates and are listed on all the websites as being fully accredited.

   Other School:

   Other School:

9. **How do I know if the program has adequate supplies and equipment for practice prior to being sent to a clinical setting?**
   Ask to see the lab facility. It should have a specialized "scrub" sink, operating table, stainless steel back table, mayo stand, and kick bucket. There should be a large variety of surgical instruments to provide hands on-memorization and passing skill. Ask to see their supply of gowns, gloves and assorted drapes.

   MNTC: We have a large lab with two (2) complete simulated operating room suites. We have hundreds of instruments and shelves full of gowns, gloves, drapes, etc.

   Other School:

   Other School:

10. **How can I tell which program is best for me?**
    Visit each of the programs that you are considering. Talk to the instructors, look at the facility, tour the lab, and ask friends and family members what they know about the program and/or the school. It is important that you are well informed before you make any decision.

    MNTC: We have information meetings to address all of these questions and any others you may have. This application booklet is designed to help make your educational journey easier.

    Other School:

    Other School:

We hope this fact-finding sheet helps you make an informed decision about the program you are investigating. If we may be of help, please email christine.clark@mntc.edu

SURGICAL TECHNOLOGY
APPLICATION PROCESS
Deadline Date: 12 p.m. (noon) on May 17, 2024

1. Complete a current MNTC application online.
    ☐ https://mntc.axstudent.com/#/categories.

2. Print an online Application Booklet from www.mntc.edu.
    ☐ Carefully review the application booklet contents.

3. Meet with a Career Advisor.
    ☐ A Career Advisor will be contacting you by email and/or phone to schedule an appointment with you. *Please be sure you are regularly checking the email that you verified on the admission application. A few past applicants have reported emails from MNTC in their junk/spam folders, so please check your email filters. It is also highly recommended you set up voicemail on your phone if you have not yet done so.*

4. Information Session (Information listed on page 4).
    ☐ To schedule, please email customer.inquiry@mntc.edu with your preferred date or call (405) 801-5000.

5. Complete Assessments.
    ☐ Obtain assessment scores (**only <u>minimum scores</u> or higher will be accepted**)

6. Required Transcripts.
    ☐ Obtain and submit official high school transcripts or High School Equivalency certificates; also, ALL college transcripts from any colleges you have attended if using instead of assessment scores.

7. Submit Documentation of Required Immunizations (listed on page 16).

8. Obtain and submit an Oklahoma State Bureau of Investigation (OSBI) Background Check (information listed on pages 19-20).

9. If needed, complete and turn in all required financial aid documentation to the Financial Aid Office.

10. Submit all completed documentation by **12 p.m. (noon) on May 17, 2024**.
    - Mail to*: Moore Norman Technology Center,
      Attn: Health Programs Surgical Technology
      PO Box 4701
      Norman, OK 73070-4701
      Must be postmarked prior to the deadline.
    - Fax documents to: (405) 561-4186
    - Email scanned documents to: christine.clark@mntc.edu
    - In-person: you must make an appointment first by calling (405) 801-5400 to set up a time between 7:30am and 4:30pm.

All completed applications will be reviewed and students will be notified of selection.

<u>If selected</u>, you will be required to submit documentation of an additional TB skin test. Documentation of this TB skin test <u>must</u> be submitted on the first day of class. If you do not complete and bring documentation of this requirement, you will be withdrawn from the program.
Valid Only for 2024-2025 Application Period.

Applicant, Please Turn in This Form with Documents:

NAME: _____ DATE SUBMITTED: _____

Complete this list and submit it with documentation of all the following transcripts, immunizations, waivers, and assessments for Surgical Technology.

Student must complete: Date and results of Immunizations, Titers, Waivers, Tests	Office Use Only	Items **required** for acceptance	**Points** Circle points that apply
	Required one of these	High School Transcript **or** equivalent	**1**
	Required minimum scores in one of these categories	ACT (composite of 19 or >) **or**	**1**
		SAT (composite of 980 or >) **or**	
		Next Gen Accuplacer scores of: Reading 246+, Writing 250+, Arithmetic 238+ or QAS 238+ **or**	
		*12 hrs college with 2.5 GPA	
	Required 2 immunizations **Or** 1 titers for each disease	Rubella vaccination #1 (or titer)	**1**
		Rubella vaccination #2	
		Rubeola (Measles) vaccination #1 (or titer)	
		Rubeola (Measles) vaccination #2	
		Mumps vaccination #1 (or titer)	
		Mumps vaccination #2	
	or	**or**	
	Both of these	MMR vaccination #1	
		MMR vaccination #2	
	Required	TDAP vaccine (booster) **after June 2016**	**1**
	Required both of these or titer	Varicella vaccination #1 (or titer)	**1**
		Varicella vaccination #2	
	Required	**HEP B Waiver pg 19**	**1**
		Flu Vaccine Agreement pg 19	**1**
	Required	*DAT (Abstract Reasoning) Percentile Ranking Score	Percentile Ranking Score
	Required	O'Conner Dexterity Test	Raw score of 10 or higher
	Required	Apply online	
	Required	Meet with a Career Advisor	
	Required	Information Session	**1**
	Required	Clear OSBI Background Check **(all three sections)**	**10**
		Previous Applicant	**1**
		Total Points	

*In the event of a tie, we will use: 1st DAT (Abstract Reasoning) scores – 2nd submitted GPA – 3rd ACT/SAT score.

Surgical Technology Program Immunization / Screening Requirements

The following documented immunizations, titers and records must be submitted prior to acceptance in the **Surgical Technology Program**. You <u>must</u> submit documentation to the Health Education Office.

- Measles, Mumps, Rubella (MMR)
  You must have documentation of receiving two (2) MMR vaccinations, **or positive titers** (blood tests that show immunity to Rubeola, Mumps and Rubella). If any titer comes back as negative, you will need to have the vaccine administered.

- Hepatitis B Waiver

  You MUST have a **signed declination** statement **before** being accepted into the program**. The Waiver/Release From Any & All Liability By Students form on page 18 meets this requirement.**

- Declination Statement

  "A written statement from a licensed physician indicating that a vaccine is medically contraindicated shall exempt a student from the hepatitis B and/or measles, mumps, and rubella vaccinations. Students may also obtain exemptions to the hepatitis B and/or measles, mumps, and rubella vaccinations by submitting a written signed statement declaring that the administration of vaccine conflicts with the student's moral or religious tenets or, if the student is a minor, the student's parent or guardian provides a written statement that the administration of the vaccine conflicts with the parent's or guardian's moral or religious tenets."

- Tuberculosis Skin Test

  If accepted, you will be required to receive **two (2) negative TB (PPD) skin tests 7-21 days apart between June 2024-August 2024.** For positive reactors, you must show proof of the positive reaction and then have a negative chest X-ray. *Be sure to get your TB skin test prior to taking any other immunizations or you will be required by your physician to wait one month after receiving a vaccine such as an MMR.*

- Varicella Immunization

  You must have documentation of receiving **two (2) vaccinations**, or have a ***positive titer*** (blood test showing immunity to Varicella). Submitting a physician's statement that you had chicken pox will **NOT** be accepted.

- TDAP (Tetanus) Vaccine must have documentation of receiving a booster immunization no later than June 2016.

- HS transcript or High School Equivalency Test
  International students must provide documentation of HS completion.

- Minimum ACT/SAT score **or** Accuplacer scores, **or** college transcripts ACT (composite of 19 or > residual scores are permitted) **or** SAT (composite of 980 or >) **or** Next Gen Accuplacer scores of: Reading 246+, Writing 250+, Arithmetic 238+ or Quantitative Reasoning, Algebra and Statistics (QAS) 238+ **or** 12 hours college credit with 2.5 GPA

- DAT (Abstract Reasoning) score Percentile Ranking Score

- OSBI background check

- Seasonal Flu Vaccine signed agreement located on bottom of Waiver/Release From Any & All Liability By Students Form on page 18. Flu vaccine will not be required until closer to time of clinicals.

- COVID -19 Vaccine For participation in clinical programs, MNTC does not require students to be vaccinated against COVID-19. However, certain health care facilities participating in clinical rotations require students to be fully vaccinated prior to participating in clinical rotations at their sites.

   If you will be participating in a clinic at a facility that requires COVID-19 vaccination, you will be provided information regarding specific COVID-19 vaccination requirements for the clinic.

- Medical Marijuana Students are subject to drug testing at any time after program admittance, or at any time if a reasonable suspicion arises. Students may be denied admittance into the program, denied clinical experience, or be dismissed from the program for testing positive on a drug screening. It is important to understand that even if a student has a prescription for a controlled substance or other medication that impairs physical and/or cognitive ability, the student may be removed from the clinical setting or even the program, if the safety of others is at risk.

   Per federal regulations, medical marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Holding a medical marijuana license will not exempt students from a required negative drug screen to enroll in the program or participate in the clinical experience.

Location	Services Offered											
	TB Skin Test	TB Blood Test	Hep.B Vaccines	Hep B. Titer	Varicella Vaccines (Chickenpox)	Varicella Titer	MMR Vaccines	Rubeola Titer	Mumps Titer	Rubella Titer	Tdap Vaccine	Flu Vaccine (Seasonal)
Cleveland County Health Department 250 12th Ave. NE, Norman, OK **(405)321-4048** 424 S. Eastern Ave, Moore, OK **(405)794-1591** Walk-In Clinics Mon–Thurs 8am–11am & 1pm–4pm	$15 Mon & Tues by Appt. Will do for under 18 years old	Call for availability of the following: MMR vaccines, Varicella vaccines, Hep B vaccines, Tdap and flu. Based on federal grants, age restrictions, insurance, sliding scale fees, etc., charges may be applied.										
Norman Regional Occupational Medicine (405)515-0960 724 24th Ave NW, Suite 200, Norman, OK Appt. preferred: M-F 8am–5pm	$20 Not on Thurs.		$84 each	$65	$170 each	$45	$105 each	All three tested $135			$75 Req 3-day notice	
St. Anthony Hospital Physicians Outpatient Lab (405)272-6370 (main lab) 1000 N. Lee, 3rd floor of hospital, OKC, OK Open 24hrs/day, 7 days a week				$19.80				$61.60	$99	$52.25		
Integris Baptist Medical Center-Portland Ave. 5501 N. Portland Ave, 2nd Floor, OKC, OK **(405)951-2903** Mon–Fri 7am–5pm No cash accepted – check, money order or card.	$15 Not on Thurs.	$65	$145 each	$40	n/a	$30	n/a	$30	$30	$30	$60	n/a
Affordable Quality Care (405)217-9997 900 N. Porter Ave., Suite 209, Norman, OK Mon–Thurs 8am-4:30pm; Fri 8am-1:30pm; Sat 9am-Noon	$20 Will do for under 18 years old											Adult only. Call to verify fee
Will do **ONLY** with dr. referral. Can setup low-cost care with facility. **$70 first visit, $60 thereafter.**												
Variety Care (405)632-6688 Norman Family Practice, 317 E. Himes St., M-F 8:30am-5pm Norman Women's & Childrens, 1237 Alameda St., M-F 8am-5pm	18 years and under free with SoonerCare. Over 18 years old, income based.											
DLO Go online to Questhealth.com to order tests. Must be over 18 to make account and order tests. All major insurance accepted, including SoonerCare.	$155			$105		$65		All three tested $135				

All pricing verified 10/16/2023 but subject to change per facility.

WAIVER/RELEASE FROM ANY & ALL LIABILITY BY STUDENTS AT MOORE NORMAN TECHNOLOGY CENTER IN HEALTH-RELATED TRAINING

MUST COMPLETE THE BELOW SECTION

Whether or not the student takes the required vaccinations, the undersigned student expressly waives any claim(s) and/or releases Moore Norman Technology Center and its employees and agents from any and all liability for exposure and/or infection of any sort, relating to and arising from participation in Moore Norman Technology Center Health Occupations Program.

_____
Signature   Date

- -

FLU VACCINE AGREEMENT

MUST COMPLETE THE BELOW SECTION

I agree to either take the seasonal flu vaccination (at my own cost) or obtain required documentation from my physician if I am prevented from taking it due to a medical decision/condition, or from clergy if I cannot take it due to religious reasons.

_____
Printed Name

_____   _____
Signature   Date

- -

HEPATITIS B IMMUNIZATIONS
MUST COMPLETE THE BELOW SECTION

Option 1

I choose to receive the Hepatitis B (HBV) immunizations at my own expense. I understand the cost is approximately $0.00 - $210.00.

_____   _____
Signature   Date

DATES OF IMMUNIZATIONS

1st _____   _____
(Must be verified with documentation)   Signature (Applicant or Health Administration)

2nd _____   _____
(Must be verified with documentation)   Signature (Applicant or Health Administration)

3rd _____   _____
(Must be verified with documentation)   Signature (Applicant or Health Administration)

Option 2   **OR**

I choose <u>not</u> to take a vaccine.*

_____   _____
Signature   Date

*Students will not be permitted in clinical areas until option 1 or 2 is chosen and this form signed.

OSBI Background Check Information

As a part of the MNTC Surgical Technology Program, you will be required to practice your skills in facilities requiring background checks. Before you can be assigned to a hospital, clinic or other facility for your clinical or externship experience, you must have a background check that includes a sex offender check. If your criminal history is positive, the facility will then review your personal criminal history background. Each facility has the right to accept or reject any student based on information shown in the criminal history background check. MNTC cannot overrule the decision of the clinical or externship sites. Criminal offender, sex offender and violent offender reports must be obtained no earlier than January 2024. All three boxes must be checked on your OSBI application. Fingerprints are not required.

An applicant, whose background check does not come back clear, will be considered on a case-by-case basis, for admission to the Surgical Technology Program.

If you have lived in Oklahoma less than one year, you must submit the information from the state where you previously resided as well as the OSBI report. These reports must also include information regarding sex offender history.

It is your responsibility to obtain your record from the Oklahoma State Bureau of Investigation (OSBI) and provide it with your documentation. The OSBI has an online search system called Criminal History Information Request Portal (CHIRP) at https://chirp.osbi.ok.gov/. This system uses credit card or electronic transfer of funds to access all three required reports costing $20, which you can print instantly.

If you need to go in person, the OSBI office is located at 6600 North Harvey, off NE 63rd, Oklahoma City, OK, one block west of Broadway Extension, Building 6, in the Broadway Executive Park. The telephone number is 405-879-2689, extension 0. The cost is $19; OSBI accepts cash or credit card. They will not accept checks. You will be required to bring your Social Security number, date of birth, full name and payment with you to be able to complete the process. A sample form is located on the next page. If you are a MNTC HIRE student, the DHS background check with this program will **NOT** meet the requirements for this program. See HIRE Coordinator with any questions.

Another background check (nationwide) and drug screening will be required shortly before the clinical phase of the program begins. A positive result on either may deny you entry into any clinical sites and henceforth graduation from the Surgical Technology Program.

If you have any questions, contact the Student Services Center at (405) 801-5000.

OKLAHOMA STATE BUREAU OF INVESTIGATION

Criminal History Record Information Request
6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
(405) 879-2503 FAX
https://osbi.ok.gov/

Type Of Search Requested:
☒ **Name Based - $15.00**
☒ **Sex Offender - $2.00**
☒ **Mary Rippy Violent Offender - $2.00**
☐ State Fingerprint-based - $19.00
  * Must provide fingerprint card.
  * Includes name based search.

DATE _____

Request Submitted via:
☐ Fax ☐ Mail ☐ In Person
***REQUESTS WILL BE RETURNED
IN THE MANNER RECEIVED.***

Mail requests should include postage-paid reply envelope.

Fax requests must include payment by credit card and a dedicated Fax Phone Line for return of completed search:

_____

ACCEPTABLE FORMS OF PAYMENT: ☐ CASH   ☐ CASHIER'S CHECK / MONEY ORDER

☐ BUSINESS CHECK *No Personal Checks Accepted.*   ☐ CREDIT CARD   *For Visa, MasterCard and Discover, security code is 3 digits on back of card. For Amex, security code is 4 digits on front. These are the only cards accepted.*

CREDIT CARD # _____   EXPIRATION DATE _____   SECURITY CODE _____

CARD HOLDER _____
Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) _____

REQUESTOR INFORMATION: **(Type or print clearly in blue or black ink)** *Results will only be returned to the original requestor*

REQUESTOR'S
NAME _____

SIGNATURE OF REQUESTING PARTY

STREET ADDRESS _____

CITY _____   STATE _____   ZIP _____

PHONE NUMBER _____   E-MAIL ADDRESS _____
Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST _____

SUBJECT INFORMATION: **(Type or print clearly in blue or black ink)**
Forms with corrections made with white out or by striking through the fields in this section will not be processed.

NAME _____
  LAST   FIRST   MIDDLE

ALIAS/MAIDEN NAME(S) _____
  MAXIMUM OF THREE ALIAS NAMES PER REQUEST

DATE OF BIRTH _____ (MM/DD/YYYY). *If date of birth is unavailable, include exact age of subject.*

RACE _____   SEX _____   SOCIAL SECURITY NUMBER _____

SEARCH RESULTS (*Please do not write in the spaces below*):

Oklahoma State Bureau of Investigation Computerized Criminal History	Oklahoma Department of Corrections Sex Offender	Oklahoma Department of Corrections Violent Offender
Must have this section completed to meet requirement of application	**Must have this section completed to meet requirement of application**	**Must have this section completed to meet requirement of application**

Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.

For questions on the Sex Offender / Violent Offender Registry, please contact the Oklahoma Department of Corrections.

OSBI CHRU 02/2019

__Program Costs__

For the most up-to-date estimate on program costs, please visit https://www.mntc.edu/long-term- programs/health/surgical-technology