



Simi Institute

SURGICAL TECHNOLOGY

Surgical Technology Program Application & Information Guide 16 January 2024

Applications due: **March 15, 2024**

TABE Testing: **April 8-12, 2024**

Interviews: **April 15-19, 2024**

Notification of acceptance: **May 10, 2024**

1st payment due: **May 31, 2024**

First day of class: **June 10, 2024**



A Career As A Surgical Technologist

Surgical technologists work as members of a healthcare team alongside physicians, surgeons, registered nurses, and other healthcare workers. Before an operation, surgical technologists prepare the operating room by setting up surgical instruments and equipment. They also prepare patients for surgery positioning the patients on the operating table and covering them with sterile drapes. Surgical technologists prepare sterile solutions and medications used in surgery and check that all surgical equipment is working properly. They help the surgical team put on sterile gowns and gloves. During an operation, surgical technologists pass instruments and supplies to surgeons and first assistants. They also hold retractors, hold internal organs in place during the procedure, or set up robotic surgical equipment. Surgical technologists also may handle specimens taken for laboratory analysis. Once the operation is complete, surgical technologists may apply bandages and other dressings to the incision site.

About Our Surgical Technology Program

All accredited surgical technology programs in the United States are now required to grant at least an Associates level degree to program graduates. The degree granting Surgical Technology Program at Simi Institute for Careers and Education is conducted in consortium with Excelsior University and is an Associate of Science degree granting program that starts in June of every year. Students complete 16 months of surgical training courses at SICE, taken concurrently with the other classes needed to complete a degree from Excelsior University. Most of our students choose to earn an AS in Liberal Arts. Some choose the AS in Health Sciences. A Bachelor's Degree in Health Sciences option is also available to our Surgical Technology students through Excelsior University for an additional fee and requires additional coursework.

The current requirements for the joint AS degree include 42 units of pre-professional and professional courses completed at Simi Institute, 7 units taken online at Excelsior University, and 12 units completed at Excelsior or transferred in from a community college, college, or university. Visit www.excelsior.edu/partner/simi/ for more information about degree completion requirements and transfer guides.

During the late spring of the first year of study, students will have unpaid clinical rotations, which require reporting to a designated hospital in Ventura County, Los Angeles County or Santa Barbara County. Please note that students are responsible for their own transportation to and from clinical sites.

Our Surgical Technology Program prepares graduates to apply and take the Certified Surgical Technologist (CST) certification examination by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). National certification is not required to work as a surgical technologist in California. However, it is preferred by most employers.

Accreditation

The Surgical Technology Program of Simi Institute for Careers is accredited by the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Simi Institute for Careers and Education is also accredited by the Western Association of Schools and Colleges. Excelsior University is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

Admission Application Requirements

- All applicants must be at least 18 years of age by the first class meeting OR will have earned a high school diploma or equivalent (GED, HiSET, TASC, or foreign equivalent) within one week of the first class meeting.
- All applicants should read at the 12th grade level. While a high school diploma or college coursework is not required of students over the age of 18, it is encouraged.

Application Fee

There is a non-refundable application fee. It can be paid by cash, money order, cashier's check, or credit card to the SICE Business Office.

Application Process

Step 1: Complete and return the Written Application and Application Fee to SICE's Business Office (Rm 301) by the application deadline.

Step 2: Come to the SICE campus during the available times to take the written test (approx. 1-1 1/2 hours).

- An applicant must have submitted the written application and application fee in order to receive an invitation to take the written test.
- The written assessment test includes questions to assess English and Math skills.
 - Reading and Language questions are taken from the Test for Adult Basic Education (TABE).
 - Mathematics questions cover number sense, numerical operations, fractions, decimals, percents, and solving equations.
- Applicants are only allowed to take the written test once during each application process.
- The written exam is offered on the main SICE campus. Daytime and evening testing options will be available.

Step 3: Complete an interview with program staff.

- Someone from our SICE office will contact each applicant via email to schedule an in-person or online interview (approx. 20 minutes).
- Applicants should arrive at least ten minutes early for interviews. If an interview appointment cannot be made, call the phone number provided. Rescheduling an originally assigned interview date may be done one time only.
- Applicants who do not attend the scheduled interview, forfeit their application in the Surgical Technology Program.
- The school will not contact applicants who fail to show for their interview.

- Applicants are expected to attend the interview in business casual attire (dress, pants/skirt with a button down, collared shirt, or blouse). Note that shorts, t-shirts, crop tops, dirty tennis shoes, and flip-flops are not appropriate.
- Successful applicants will show up on time, use good communication skills, demonstrate knowledge of the respiratory therapist profession, and give complete and thorough answers to the questions asked by the interview panel.

Program Selection Process

Selection for the Surgical Technology program is based on:

- application essay
- a written entrance test of adult basic skills
 - Part 1: English – reading comprehension and language skills
 - Part 2: Math skills – equations, fractions, percentages, scientific notation, pre-algebra
- an interview with SICE Surgical Technology Staff
- academic preparation (from optional transcripts)
- relevant work experience or volunteer work (listed in application)

Although not required for admission, successful completion of college courses and experience in the medical field are considered in admission selections. Transcripts must be provided with the application packet in order for coursework to be considered. A record of work experience, volunteer work, or involvement in school clubs is also favorable.

Program Status Notification

Students will be notified of program acceptance/denial/or waitlist status via email, using the email address provided on the application. A letter of acceptance/denial/or waitlist status will also be mailed to the home address given on the application. It is the applicant's responsibility to inform Simi Institute of any changes in email address, home/ mailing address, and/or contact number.

All accepted students will be required to pay the 1st semester payment installment in full at least one week prior to the first class start date. Students who do not make a payment by this date will forfeit their spot to a student on the wait list.

Students who are not granted admission will be placed on a wait list in the order that they scored and be contacted if spots arise within the first week of the first class. Program alternates are ranked based on their overall application package (score), and will be contacted in order, should a space become available in the program. Alternates need to be ready to pay the 1st installment of within 3 days of accepting admission.

Notes About Dress Code

Surgical Technology students are expected to be well groomed and required to wear provided scrubs and ID badges when in SICE campus courses and at clinical sites. Visible tattoos must be covered, necklaces tucked inside scrub tops, and visible piercings outside of the ear removed when in SICE professional courses and at clinical sites.

Simi Institute for Careers & Education/Excelsior University Joint Associate's Degree Surgical Technology Program Estimated Student Expenses (as of Dec 2023)

Recommended prior to enrollment in ST Program

General Education (AS) requirements (9 units):

- Written English Composition (3 units)
- Humanities (3 units)
- Social Sciences & History (3 units)

**Note: General Education courses can be taken concurrently to the ST program. However, it is recommended that these courses are completed prior to starting the ST program at Simi Institute. These courses can be taken from most accredited U.S. community colleges and universities, including online through Excelsior University. Foreign equivalents may be accepted. Some courses may be counted towards two graduation categories. Consult Excelsior University partner website for most current requirements and contact our Excelsior Partner representative for detailed general education requirements.*

First Year ST Student

Fees to Simi Institute	Total \$10,550
S.I.C.E. Application Fee	\$50
Pre-Professional Courses @ Simi Institute	SUMMER SEMESTER \$3,500
<i>Includes textbooks, uniforms, ID badge, and all other required course materials.</i>	FALL SEMESTER \$3,500
	SPRING SEMESTER \$3,500
	Estimated First Year Costs \$10,550

Second Year ST Student

Fees to Simi Institute	Total \$250
Professional Courses @ Simi Institute & Clinical Rotation	SUMMER SEMESTER \$250
<i>Includes textbooks and all other required course materials.</i>	FALL SEMESTER \$0
<i>Students must have successfully passed all First Year Courses @ Simi Institute in order to enroll in Second Year Program. Hours for clinical rotations vary by hospital placement.</i>	
Simi Institute Commencement Ceremony	\$0
<i>Provided by Simi Institute.</i>	
Simi Institute Program Progress Transcript to Excelsior University	\$0
<i>Provided by Simi Institute upon the successful completion of first year studies.</i>	
Simi Institute Final Transcript to Excelsior University	\$0
<i>Provided by Simi Institute upon the successful completion of second year studies.</i>	
Clinical Rotation Fees	Approx. \$250
AHA Basic Life Support for Healthcare Providers	\$0
<i>Provided by Simi Institute.</i>	
Fire Safety Certification	\$0
<i>Provided by Simi Institute.</i>	
Liability Insurance for Clinical Rotations	\$0
<i>Provided by SVUSD when working at assigned clinical sites.</i>	
Fingerprinting/Background Check <i>Federal requirement for all hospital personnel.</i>	\$0
<i>Provided by Simi Institute.</i>	
Drug Screening <i>Federal requirement for all hospital personnel. Provided by Simi Institute.</i>	\$0
Personal Medical Insurance <i>Student provides own.</i>	Varies

Proof of Immunizations and titers for Covid, MMR, DTAP, Rubella, Hepatitis B, etc. <i>Provided by student's doctor. Note: COVID vaccination is required at some partner hospitals</i>	Varies
SICE Student Physical <i>Provided by student's doctor.</i>	Varies
TB Tests <i>Two back-to-back TB tests are required. Provided by student's doctor.</i>	Varies
Chest X-ray <i>Required only when a TB test is positive. Provided by student's doctor.</i>	Varies
Flu Shot <i>Required by hospitals during flu season. Provided by student's doctor.</i>	Varies
Excelsior University Fees (*See www.excelsior.edu/partner/simi/ for more details. Financial aid is available for Excelsior University courses.)	Approx. \$3,000
Application Fee <i>Price for SICE students.</i>	\$0
Enrollment Fee	\$0
Tuition (per credit hour)	\$410/unit
<i>Required courses that MUST be taken at Excelsior University are:</i>	
<ul style="list-style-type: none"> • Cornerstone (3 units) • Information Literacy (1 unit) • Capstone (3 units) 	
<i>Other requirements can be transferred from other schools.</i>	
Academic Student Services Fee (per course credit) <i>Required for all students.</i>	\$40
Technology Fee (per course credit) <i>Required for all students.</i>	\$28
Post-Admission Credit Evaluation Service <i>Required for all students after completion of SICE classes.</i>	\$300
Graduation Fee / Degree Conferral <i>Final review and processing of student records for degree conferral and issuance of diploma</i>	\$125
Certification Fees	Approx. \$0
NBSTSA CST Exam <i>First attempt included in tuition.</i>	\$0

Estimated Second Year Costs \$3,500

Note: Prices are estimates and subject to change at any time

SIMI INSTITUTE FOR CAREERS AND EDUCATION SURGICAL TECHNOLOGY PROGRAM

Associate in Science in Liberal Arts

This program plan outlines how students may apply their Simi Institute for Careers and Education Surgical Technology credits to Excelsior University's A.S. in Liberal Arts degree program.

This is only a guide in how credits will transfer into an Excelsior University degree program.

Actual transferability of credits are dependent upon current Excelsior University degree requirements and policies upon the date a student is admitted to Excelsior. All students will be reviewed individually as it relates to the transferability of credits into an Excelsior University degree program.

Created: November 2022

Simi Institute for Careers and Education	Semester Hours	Excelsior University Requirements	Semester Hours
ST 103: Math & Science for Healthcare Providers	4	Mathematics Requirement	4
ST 101: Microbiology and Infection Control	4	Arts & Sciences Requirement	4
ST 100: Medical Terminology	3	Applied Professional Requirement	3
ST 102: Anatomy & Physiology for Healthcare Professionals	4	Natural Sciences Requirement	4
ST 200: Introduction to Surgical Technology	3	Applied Professional Requirement	3
ST 202: Pharmacology	3	Arts & Sciences Requirement	3
ST 204: Surgical Technology Career Preparation	3	Applied Professional Requirement	3
ST 201: Principles and Practices of Surgical Technology	3	Applied Professional Requirement	3
ST 203: Surgical Procedures	3	Applied Professional Requirement	3
ST 206: Surgical Technology Certification and Exam Prep	3	Applied Professional Requirement	3
ST 205: Clinical Practices in Surgical Technology (A B. C)	9	Applied Professional Requirement	9

* Applied Professional refers to Arts & Sciences as well as other degree level coursework (e.g., Business, Computer Science, Education, etc.).

TOTAL CREDITS REQUIRED	42	TOTAL CREDITS ACCEPTED	42
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Additional Credits That May Be Transferred <u>OR</u> Taken With Excelsior University	Semester Hours
Written English	3
Ethics	3
Humanities & Social Sciences	6
TOTAL ADDITIONAL CREDITS	12

Credits To Be Taken With Excelsior University	Semester Hours
INL 102: Information Literacy (MUST be completed with Excelsior)	1
IND 101: Cornerstone A (Foundations) or IND 301: Cornerstone B (Pathways) (MUST be completed with Excelsior)	3
LA 298: Associate Degree Capstone (MUST be completed with Excelsior)	3
TOTAL CREDITS	7

EVALUATION SUMMARY	Semester Hours
Credits Accepted from Simi Institute for Careers and Education	42
Additional Credits That May Be Transferred <u>OR</u> Taken With Excelsior University	12
Credits To Be Taken With Excelsior	7
TOTAL CREDITS REQUIRED	61

* All credits with the exception of the cornerstone, information literacy, and capstone may be transferred into Excelsior University degree program from other sources of credit.

* This guide is only a sample scenario. Excelsior University reviews each student individually and actual requirements needed will depend on what a student has already completed and will transfer in.



What are Arts & Sciences?

We offer the following definitions to help you make these determinations. Remember, before you register to take a course or examination you consult with your advisor to make sure it will help meet your degree requirements.

Humanities

Humanities subjects focus on developing knowledge and skills in critical reading, logical thought, and esthetic appreciation.
Here are some subject areas typically classified as Humanities:

Art, Philosophy, Music, Foreign Language, Literature, Theater, Ethics, Speech, Religion, Communication

Social Sciences and History

Social Sciences and History subjects focus on individuals and society and the processes individuals use to order their world.
Here are some subject areas typically classified as Social Sciences and History:

Psychology, Economics, Sociology, Geography, Political Science, History, Anthropology

Natural Sciences and Mathematics

Natural Sciences and Mathematics subjects focus on understanding the natural world and problem-solving processes.
Here are some subject areas typically classified as Natural Sciences and Mathematics:

Anatomy and Physiology, College Algebra, Microbiology, Calculus, Chemistry, Genetics, Biology, Physics

SIMI INSTITUTE FOR CAREERS AND EDUCATION AND EXCELSIOR UNIVERSITY B.S. in HEALTH SCIENCES

Bachelor of Science in Health Sciences

This program plan outlines how students can apply their A.S. in Liberal Arts degree to Excelsior University's B.S. in Health Sciences degree program.

This is only a guide in how credits will transfer into an Excelsior University degree program. **Actual transferability of credits are dependent upon current Excelsior University degree requirements and policies upon the date a student is admitted to Excelsior.** All students will be reviewed individually as it relates to the transferability of credits into an Excelsior University degree program.

Revision: August 2022

Simi Institute for Careers and Education	Semester Hours	Excelsior University Requirements	Semester Hours
RC 103: Math & Science for Respiratory Care	4	Arts & Sciences Elective Requirement	3
RC 110 Microbiology & Infection Control	4	Natural Sciences/Arts & Sciences Requirement	4
RC 100: Medical Terminology	3	Health Sciences Elective Requirement	3
RC 102: Anatomy & Physiology	4	Natural Sciences Requirement	4
RC 200: Foundations of Respiratory Care	3	Health Sciences Elective Requirement	3
RC 202: Applied Anatomy & Physiology	3	Arts & Sciences Elective Requirement	3
RC 204: Assessment of Respiratory Disorders	4	Health Sciences Elective Requirement	4
RC 206: Cardiopulmonary Disease & Pharmacology	4	Health Sciences Elective Requirement	4
RC 208: Gas Therapy & Aerosol Delivery	4	Health Sciences Elective Requirement	4
RC 212: Acute and Critical Care	4	Health Sciences Elective Requirement	4
RC 230: Clinical Practice in Respiratory Care	12	Health Sciences Elective Requirement	4
RC 214: Preventative & Long Term Care	2	Health Sciences Elective Requirement	0
RC 216: Respiratory Care Certification & Exam Prep	3	Health Sciences Elective Requirement	0
TOTAL CREDITS REQUIRED	54	TOTAL CREDIT ACCEPTED	40

Excelsior University AS Liberal Arts Credits	Semester Hours	Excelsior University BS Health Sciences Requirements	Semester Hours
INL 102: Information Literacy (Must be completed with Excelsior)	1	Information Literacy Requirement	1
IND 101: Cornerstone A (Foundations) or IND 301: Cornerstone B (Pathways) (Must be completed with Excelsior)	3	Cornerstone Requirement	3
ENG 101: English Composition	3	Written English Requirement	3
Ethics (BUS 232, HUM 230, HUM 300, or HSC 312)	3	Ethics Requirement	3
Humanities & Social Sciences	6	Arts & Sciences Electives	6
LA 298: Associate Capstone (Must be completed with Excelsior)	3	Social Sciences/History Elective	3
Total Credits Required for the Associates Degree	19	Excelsior University BS Health Sciences Requirements	

Hum 230 Ethics of Friendship is not applicable to the Ethics requirement for the B.S. in Health Sciences. It can apply as an Arts & Sciences elective.

Credits Beyond The Associates Degree That Can Be Transferred OR Taken At Excelsior University

Excelsior University Requirements	Semester Hours		
Humanities Electives	6	Humanities Requirement	
Social Sciences/History Electives	9	Social Sciences/History Requirement	
Statistics	3	Statistics Requirement	
Arts & Sciences Electives	16	Arts & Sciences Requirement	
Total Additional Credits	34		

Credits To Be Taken at Excelsior University

HSC 310: Writing and Communication in the Health Sciences Professions			3
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HSC 320: Health Care Issues in Culturally Diverse Populations	3
HSC 365: Research for Evidence-Based Practice	3
HSC 431: Introduction to Health Care Delivery Systems	3
HSC 445: Introduction to Health Care Informatics	3
Health Sciences Area of Emphasis	9
HSC 464: Health Sciences Capstone	3
TOTAL CREDITS	27

EVALUATION SUMMARY		Semester Hours
Credits Accepted from Simi Institute for Careers and Education Respiratory Therapy Program		40
Credits Accepted from Excelsior University A.S. Liberal Arts		19
Additional Credits That May Be Transferred OR Taken With Excelsior University		34
Credits To Be Taken With Excelsior University		27
TOTAL CREDITS REQUIRED		120

* All credits with the exception of the cornerstone, information literacy, and capstone may be transferred from other institutions.

* Students are required to complete 9 credits within **ONE** area of focus.

* Excelsior University reviews every student individually and this guide is just a sample scenario. Actual requirements will be dependent on the courses a student transfers to Excelsior.



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Anatomy and Physiology, College Algebra, Microbiology, Calculus, Chemistry, Genetics, Biology, Physics



SURGICAL TECHNOLOGY PROGRAM APPLICATION

2024/2025

Deadline to Submit – no later than 3:30 p.m. on March 15, 2024

Application fee (non-refundable) - \$50.00 Credit Card, Cash or Money Order only –

Return your completed application and \$50.00 to the Business Office, Room 301. The application fee must be paid in cash, credit or debit card, or money order. No personal checks will be accepted.

OR, Pay online here https://simiice-simi-ca.schoolloop.com/respiratory_therapist and mail the application to:

**Simi Institute for Careers & Education
Respiratory Therapy – Attn.: Kristen Diaz
1880 Blackstock Avenue
Simi Valley, CA 93065**

Please print clearly using black or blue ink. Complete all areas of the application and provide all information requested. If an area does not apply, write “N/A”.

PERSONAL INFORMATION

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____
City State Zip

E-MAIL ADDRESS: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

EDUCATION (Please attach any relevant transcripts)			
	Name of School Location of School	Course of Study	Diploma? Degree/Cert.?
High School:			
College:			
Voc/Tech School:			
Other:			

If you received your GED® / HiSET / TASC in lieu of a high school diploma, please provide the following information: Test Name/Date: _____

EMPLOYMENT / OR VOLUNTEER HISTORY

List all relevant employment starting with your present employer. Please include volunteer assignments. We may contact some or all of the employers listed for verification.

From:	Name:
To:	Address:
Phone:	Supervisor:
Type of Work Performed:	
Reason for Leaving:	

From:	Name:
To:	Address:
Phone:	Supervisor:
Type of Work Performed:	
Reason for Leaving:	

From:	Name:
To:	Address:
Phone:	Supervisor:
Type of Work Performed:	
Reason for Leaving:	

From:	Name:
To:	Address:
Phone:	Supervisor:
Type of Work Performed:	
Reason for Leaving:	

From:	Name:
To:	Address:
Phone:	Supervisor:
Type of Work Performed:	
Reason for Leaving:	

ESSAY

Please write and attach your essay questions to this application. Give details and use appropriate grammar and punctuation to provide a comprehensive narrative.

Question 1: Please explain the role of a Surgical Technologist in a healthcare team.

Question 2: Why do you want to be a Surgical Technologist and what qualities/attributes do you possess that make you an ideal candidate?

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information I have provided is true and complete. I further understand that any serious discrepancies on the application form may jeopardize my status as a candidate.

Any of the persons listed by me in this application are hereby authorized to furnish Simi Institute with information regarding my work, character, abilities, personal conduct and other data necessary to process my application.

I am aware that completion of this application will NOT automatically place me into the Surgical Technology program at Simi Institute and that subsequent testing and interviewing will be required.

I understand that all expenses incurred in the application and acceptance processes will be paid by me and will not be refunded regardless of whether or not I am accepted.

Signature of Candidate

Date