



Simi Institute

SURGICAL TECHNOLOGY

Surgical Technology Program Application & Information Guide 21 January 2025 – **REVISED 20 February 2025**

Applications due: **March 21, 2025**

TABE Testing: **April 1 - 4, 2025**

Interviews: **April 29 – May 2, 2025**

Notification of acceptance: **May 9, 2025**

1st payment due: **May 30, 2025**

First day of class: **June 9, 2025**

Application fee: \$50 due with application submission



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 by 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 may handle specimens taken for laboratory analysis. They also perform several counts of sponges and surgical tools prior, during, and after surgeries. Once the operation is complete, surgical technologists may apply bandages and other dressings to the incision site.

About Our Surgical Technology Program

Students complete 18 months of surgical technology training courses at SICE. During the late spring of the first year of study, students begin unpaid clinical rotations, which require reporting to a designated hospital in Ventura County, Los Angeles County or Santa Barbara County. Students participate in rotations in sterile processing, general surgery, and various surgical specialties. Please note that students are responsible for their own transportation to and from clinical sites.

Students in the surgical technology program must complete the following science courses at SICE or have completed the equivalent at a regionally accredited college prior to enrollment at SICE:

- RC103/ST103 Math and Science for Healthcare Providers
- RC102/ST102 Anatomy and Physiology for Healthcare Professionals
- RC101/ST101 Microbiology and Infection Control
- RC100/ST100 Medical Terminology

Surgical technology students must also successfully complete the following surgical courses at SICE:

- ST200 Introduction to Surgical Technology
- ST201 Principles and Practices of Surgical Technology
- ST202 Pharmacology
- ST203 Surgical Procedures
- ST204 Surgical Technologist Career Preparation
- ST205A Clinical Practice in Surgical Technology A
- ST205B Clinical Practice in Surgical Technology B
- ST205C Clinical Practice in Surgical Technology C
- ST206 Surgical Technology Certification and Exam Preparation

Surgical technology students must meet all course prerequisites prior to enrolling in each course.

Degree Requirements

All students completing accredited Surgical Technology programs in the United States must hold at least an associate-level college degree.

- If you already hold an associate degree from a regionally accredited U.S. college or university, you do not need to earn another. However, an official transcript noting your granted degree must be on file prior to starting the SICE program.
- If you are close to finishing your AA/AS degree (one to two classes short of completion), and plan to complete it by the end of the first fall term at SICE, you will need to submit an official transcript showing classes completed to date, and a plan of completion for SICE approval.
- If you do not have an associate degree or higher, you may participate in our partnership with Excelsior University to complete your degree. Most SICE Surgical Technology students participate in this partnership to earn their associate degree.

Students enrolled in the Excelsior University partnership take classes at SICE 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 from Excelsior University. 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 54 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.

Certification Requirements

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). Students finishing the Surgical Technology program on time take the CST exam on the SICE campus free of charge prior to graduation. 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 & Education 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 (WASC). Excelsior University is accredited by the Middle States Commission on Higher Education (MSCHE).

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) by July 1st.
- 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. All applications received will be notified via email of the Step 2 and Step 3 process, which includes dates/times for testing and interviews.

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 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 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. Clinical sites have mandatory dress code requirements regarding jewelry and tattoos that will be presented during clinical orientations.

SICE Surgical Technology Program/Excelsior University Associate Degree Liberal Arts
 Estimated Student Expenses (as of 1/21/25)

First Year ST Student

Fees to Simi Institute	Approx. \$10,550
S.I.C.E. Application Fee	\$50
All ST Courses @ Simi Institute	SUMMER SEMESTER \$2,100
<i>Includes textbooks, uniforms, ID badge, and all other required course materials.</i>	FALL1 SEMESTER (August) \$2,100
	FALL2 SEMESTER (October) \$2,100
	Spring1 SEMESTER (January) \$2,100
	Spring2 SEMESTER (March) \$2,100
	Estimated First Year Costs \$10,550

Second Year ST Student

Fees to Simi Institute	Approx. \$550
Courses @ Simi Institute & Clinical Rotation	SUMMER SEMESTER \$550
<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. \$550
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
NBSTSA CST Exam (one attempt included in tuition)	\$0
Excelsior University Fees	Approx. \$3,570
Financial aid and scholarships are available through Excelsior.	
Visit www.excelsior.edu/partner/simi/ for more information.	

Note: Prices are subject to change



SURGICAL TECHNOLOGY PROGRAM APPLICATION 2025/2026

Deadline to Submit – no later than 3:30 p.m. on March 21, 2025

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://www.simiinstitute.org/programs/medical-careers/surgical-technologist> and drop off application to Room 301, attention to Kristen Diaz, **OR**, 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”.

PART 1: PERSONAL INFORMATION

Please list all names as they appear on Drivers License or Identification card

First Name: _____ Middle: _____ Last: _____

Date of Birth: _____

Address: _____
Street City State Zip

E-MAIL ADDRESS (this is the primary method of communication so please provide a valid address that you regularly check):

DAYTIME PHONE: _____ EVENING PHONE: _____

PART 2: EDUCATION

	Name and Location of School	Course of Study	Diploma/Degree /Certification
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: _____

Transcripts/Certificates: It is optional to provide official transcripts. However, successful completion of high school courses, college courses, and certificate courses enhances the strength of your application.

PART 3: EMPLOYMENT / OR VOLUNTEER HISTORY

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

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

From:	Name:	
To:	Address:	
Supervisor Name and Phone Number:		May we call them? Circle yes or no
Type of Work Performed:		
Reason for Leaving:		

PART 4: CLUBS / ORGANIZATIONS

Please list any clubs or organizations that you have been active in during the past two years.

Name of Club or Organization	Activities and Function(s)

PART 5: ESSAY

Please write and attach your responses to the essay questions on this application. Give details and use appropriate grammar and punctuation to provide a comprehensive narrative. Responses to each question should be one-half to one page in length. You may type or hand-write your responses but they must be legible.

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.

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, and students' ranking will determine program admissibility.

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