Program Year:
2025_2026

Surgical Technology Handbook

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FORWARD

The purpose of this handbook is to make available to each student an overview of the Surgical Technology education program provided by the Southern Missouri Technical Institute- Allied Health Department, West Plains, Missouri. The information will acquaint the student with the philosophy and purpose of this program. It will permit the student to know, in advance, program policies and procedures. Unless otherwise stated, Surgical Technology students are subject to the same policies as are all students of Southern Missouri Technical Institute regarding student load, dropping and adding courses, withdrawal from the program, and refund on fees, student conduct, and recognition of achievement.

COURSE DESCRIPTIONS

Surgical Technology Principles & Practices Introduction – (301- hour course) this course introduces the student to the broad field of Surgical Technology. This course has five basic sections:

(1) General Introductory Information
(2) Introduction to the Basic Principles of Aseptic Technique
(3) Introduction to Patient Care
(4) Lab Skills
(5) Scrub role and circulating role

This course is a prerequisite to the clinical portions of the program.

Surgical Instrumentation – (45-hours) Introduction to surgical instrument names, categories, and functions. This includes the care and handling of instruments and basic sterilization.

Surgical Procedures I and II – (228-hours) these courses teach basic surgical anatomy (different from the biologist view of anatomy), instrumentation, and procedural steps. This is combined with clinical practice and clinical case information work.

Clinical Practicum I and II– (480-hours) Focus is to produce clinically prepared entry-level surgical technologists. *60 cases need to be verified by the end of Clinical Practicum I, as well as all clinical time made up. If this benchmark is not met it will result in disciplinary actions. Attendance at clinicals is mandatory for successful completion of the Surgical Technology program**. Students will be completing a minimum of 30 and maximum of 50 scrubs in general surgeries, and a minimum of 75 scrubs in at least three (3) of the following areas: Gynecology, Genitourinary, Cardiovascular, Neurosurgery, Obstetrics, Thoracic, Peripheral Vascular, Ophthalmology, Otorhinolaryngology, Orthopedic, Plastic/Reconstructive, Diagnostic scopes (maximum 15).** In order to have an opportunity to scrub or assist on the required number and mix of cases, it is essential that each student be in attendance each day of clinicals. *Students are to obtain an evaluation of their performance from their preceptor **each** clinical day.*

FIRST AND SECOND SCRUB ROLE AND OBSERVATION

FIRST SCRUB ROLE

A student surgical technologist must perform all of the following duties with proficiency in any surgical procedure to document it as a case in the first scrub role. If less than the five duties are met, it will be considered a second scrub role or observation.

1. Verify supplies and equipment needed for the surgical procedure.
2. Set up the sterile field with instruments, supplies, equipment, medications and solutions needed for the procedure.
3. Perform counts with the circulator prior to the procedure and before the incision is closed.
4. Pass instruments and supplies to the sterile surgical team members during the procedure.
5. Maintain a sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

SECOND SCRUB ROLE

A second scrub role is documented by any student not meeting all of the first scrub criteria but actively participates in full procedure by completing any of the following:

1. Sponging
2. Suctioning
3. Cutting suture
4. Holding Retractors
5. Manipulating endoscopic camera

OBSERVATION ROLE

The observation role is any student performing roles in the operating room but not meeting the criteria of the first or second scrub. These cases are not included in the required case count but must be documented for the program.

Medical Terminology – (30-hours) Introduction to commonly used abbreviations, medical and surgical terms. Includes prefixes, suffixes and root words.

Pharmacology – (24-hours) Introduction to the classification actions and uses of drugs. Emphasis on drugs associated with various surgical, obstetrical and emergency care procedures. Includes calculations of dosages and drug preparation.

Anatomy and Physiology, I and II – (48-hours) Traces the organization of the body from the single cell to the coordinated whole. The interaction of all body systems for the maintenance of a homeostasis as well as special attention to structural anatomy is emphasized.

Students must pass with an average of 80% or better in all core courses:
Introduction to Surgical Technology, Principles and Practices, and
Surgical Procedures I and II. Clinical Practicum I, II are on a pass/fail basis. *60 cases need to be verified by the end of Clinical Practicum I, as well as all clinical time made up. If this benchmark is not met it will result in disciplinary actions.
Students must pass with a 70% average in all non-core courses:
Pharmacology, Medical Terminology, Anatomy and Physiology I & II

Southern Missouri Technical Institute
SURGICAL TECHNOLOGY
STUDENT HANDBOOK

It is important that you be well informed about your academic program. In order to accomplish this task, you should maintain the following items in your files:

- Southern Missouri Technical Institute Student Handbook
- Surgical Technology Student Handbook and Clinical Handbook
- Surgical Technology Course Syllabus

Contents

FORWARD 1
INTRODUCTORY STATEMENT 7
COMMUNICATION INFORMATION 8
POLICIES AND PROCEDURES 9
STUDENT CONFERENCES 12
ACCIDENTS/INCIDENTS 12
DRESS CODE 12
CLINICAL AREA 13
UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE DEFINED 13
PROBATION DEFINED 14
PROBATION PROCEDURE 14
READMISSION POLICY 14
TRANSFER STUDENT POLICIES 15
TRANSFER OF COLLEGE CREDIT POLICY ..... **Error! Bookmark not defined.**
GRADING SYSTEM/ COMPLETEION REQUIREMENTS 17
PERSONAL CALLS AND/OR BUSINESS 17

STUDENT WORK POLICY 18
ACADEMIC CALENDAR 2025_2026 19

INTRODUCTORY STATEMENT

The Surgical Technology Program at Southern Missouri Technical Institutes a Certificate of Completion program and is accredited by COE, the Council on Occupational Education. Successful completion of the course of studies meets the qualifying standards required to take the National Certification Exam for Surgical Technologists. The certifying exam is written and administered by the NCCT.

Successful completion of the course of studies is defined within the catalog under which you enter the program with a C or better required in each course. The Surgical Technology Program at Southern Missouri Technical Institute is a clock hour program of 1156 hours. The student should recognize that the clinical orientation of the Surgical Technology program demands that attitude; work habits, communication skills and manual dexterity are developed and evaluated along with academic readiness.

Course descriptions may be found in the current Southern Missouri Technical Institute Surgical Technology handbook.

Surgical Technology Program Goal

- *Become an integral member of the health care team.*
- *Assume a sense of responsibility, self-discipline, pride, team work, and enthusiasm.*
- *Utilize a knowledge base in the sciences and technologies of Surgical Technology at the technical level.*
- *Develop effective communication skills.*
- *Develop a respect for the dignity and worth of the patient.*
- *Demonstrate the ability to practice independent clinical judgments under the supervision of the surgeon or Registered Nurse.*
- *Pass the certification examination of the Association of Surgical Technologists.*
- *Assume responsibility for lifelong learning following graduation.*

Surgical Technology Program Objectives

Upon program completion, the graduate will be able to:

• Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.

• Demonstrate a safe level of practice and knowledge in their role as a Surgical Technologist.

• Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the Operating Room team during the perioperative experience.

• Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience

• Demonstrate safe practice techniques regarding perioperative routines, patient transportation, positioning, and emergency procedures.

• Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.

• Apply knowledge and skills as a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.

• Perform as a competent entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.

• Value the professional attributes of the Surgical Technologist.

COMMUNICATION INFORMATION

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POLICIES AND PROCEDURES

The student is responsible for understanding the policies and procedures of the Surgical Technology program. If the student is unable to comply with the stated policies and procedures, it may be in the best interest of the student, the Surgical Technology Program, and Southern Missouri Technical Institute for the student to seek another program in which to develop vocational skills.

Each student will be asked to sign a statement that they have reviewed, understood, and agree to comply with the policies and procedures of Southern Missouri Technical Institute and the Surgical Technology program.

STUDENT ADMISSION

A. Applicant must submit; (1) a completed, signed, dated application form and (2) completed, signed, (3) official high program transcript or G.E.D., (4) copy of birth certificate, (5) three references, (6) Entrance test results, and (7) schedule an information session with the Program Coordinator and Clinical Coordinator. Upon acceptance, the applicant must submit; (1) physical exam form filled out signed and
dated by physician, (2) criminal background check form (provided at SOUTHERN MISSOURI TECHNICAL INSTITUTE) and (3) initial drug screen (provided at SOUTHERN MISSOURI TECHNICAL INSTITUTE). (4) Completed immunization record signed and dated by health care provider (Hepatitis B vaccinations, Rubella titer, Tetanus, Varicella and PPD required),

B. Each applicant is responsible for meeting the program costs of $17,000.00. Further costs may be expected for classes that receive college credit hours. Additionally, the student must consider the expense of travel to Mtn. Home, AR, Springfield and Poplar Bluff, MO as well as lodging and meals throughout their clinical rotation. The clinical rotation is three days a week. Surgical Technology Program and Southern Missouri Technical Institute do not cover these expenses.

SURGICAL TECHNOLOGY ATTENDANCE POLICY AND PROCEDURE

ATTENDANCE POLICY PROCEDURE

Each student is expected to attend all scheduled learning experiences. Continued enrollment in the Surgical Technology program depends, in part, on consistent attendance. Academic course grades are earned on the basis of the student's attainment of the course objectives; but regular and punctual attendance is expected. In lab and clinic-based courses, attendance is one of the factors that will be evaluated weekly. Guidelines for missed classroom and clinical days are established and failure to comply may result in termination from the program.

Students who must miss a class or clinical experience are expected to notify the Program Coordinator, Course Instructor or the Clinical Coordinator in advance according to the guidelines established for the course. Documentation of illness is required by the Program Coordinator or Clinical Coordinator. A student will be allowed to make up no more than sixteen (16) hours during a three-month period, this could result in disciplinary actions. If tardy for clinical assignment, the student must report *directly* to the Clinical Supervisor on arrival. A minimum of thirty (30) minutes will be logged for each late arrival. Any tardiness or absence from clinicals in excess of eight (8) hours must be made up at the convenience of the clinical coordinator. It is ***the responsibility of the student to plan*** with the clinical coordinator. The absence must be reported as required above for a student to be allowed to make up time. Clinical time must be made up within the current block in order to continue. If arrangements cannot be made with the clinical coordinator to make-up the missed clinical time, the student will not be allowed to continue.

1. The student must notify the instructor and Attendance Officer and the clinical site of a classroom or clinical absence no less than one hour in advance of the scheduled start time.
2. The student must notify the instructor and Attendance Officer EACH day she/he is absent.
3. Medical or other documentation will be required for verification of excused absence at the instructor's, program coordinator's or the clinical site's discretion.
4. A No Call No Show at clinical sites could result in Termination
5. Instructor, program coordinator, clinical coordinator-initiated student termination may result if these procedures are not followed.

Because of the importance of attendance in the Surgical Technology curriculum, students will be expected to adhere to the following attendance policies:

- Excused absences will count only for Jury duty and inclement weather or at the Coordinators discretion.
- All unexcused absences must be made up; make up time is coordinated and must be pre-approved by the course instructor.
- Absences exceeding 2 class sessions will be brought to the attention of the Program Coordinator of SOUTHERN MISSOURI TECHNICAL INSTITUTE.
- Any synchronous virtual absences will be counted two hours minimum per course.
- More than two absences' in each course is cause for termination.

1. **Absences are to be made up at the instructor's convenience.**
2. Make up time is coordinated and must be pre-approved by the course instructor.
3. Instructor or program coordinator-initiated withdrawal may result if the absence limits are exceeded.

4. It is the student's responsibility to keep track of his/her absences and to discuss concerns with the Attendance Officer and/or Clinical Coordinator.
5. Three tardiness equal one absence in both academic and clinical settings. These will be counted as absences in the course and must be made up.
6. The student will document and turn in a written record of classroom or clinical absences to the Attendance Officer on the first day of return to classes at SOUTHERN MISSOURI TECHNICAL INSTITUTE.

Make up time can be completed by the following:

1. In person absence will be made up with in person make up time
    a. Nursing or Surgical Technology instructors can verify time
2. Clinical absences will be made up with ONLY clinical time

SOUTHERN MISSOURI TECHNICAL INSTITUTE SURGICAL TECHNOLOGY PROGRAM

POLICY: In order to comply with terms of affiliation agreements between our clinical agencies and Southern Missouri Technical Institute Surgical Technology Program must provide evidence of a negative drug screen.

PURPOSE: Promote a drug free environment in order to provide increased safety for all persons in the health care environment.

PROCEDURES:

1. Failure to submit a drug screen or if results of screen are positive, the applicant will be denied/and or terminated from the program.
2. Testing must be completed by the indicated date. Testing will be done for methamphetamine, marijuana, cocaine, opiates, barbiturates and benzodiazepines.
3. If results are positive on initial screening, immediate confirmation testing will be done. Any repeat of screening cost will be paid by the student.
4. Should clinical sites require confirmation of negative drug results, the program Administrator will obtain written release of information permission from the student. Students are required to authorize written permission for results of a drug screen to be released to a clinical learning site as requested. Failure to do so may result in student withdrawal from the program as students cannot complete the educational training if clinical learning sites are not available because of failure to comply with learning site policy.
5. The program reserves the right to require random drug testing through the program year. Any student who drug tests positive or refuses a drug test (when instructed) during the year will be dismissed.
7. Student transcripts will show student "Withdrawal" status. If applicable the program will notify sponsoring agencies of student withdrawal from program.

STUDENT CONFERENCES

Because of the varied demands of the practice of Surgical Technology, the program requires considerable communication between the instructors and students. Feedback comes in the form of grades, practical exams, clinical instruction, and student conferences. These student conferences are two types. The first type is a weekly clinical performance in which the student and instructor will discuss the previous week's clinical performance. Students who are having difficulties in the clinical setting may be required to meet with the clinical coordinator more often.
The second type of student conference is for a student experiencing academic, attendance or attitudinal difficulties. These conferences are scheduled with the individual instructor and/or Program Coordinator.

A written conference form will be provided for all conferences. Both the student and instructor should sign the form.

ACCIDENTS/INCIDENTS

If the student is involved in any kind of accident or incident at the clinical site, the Operating Room Supervisor and clinical coordinator should be notified immediately as well as the preceptor and circulating nurse. Hospital procedures will be followed with respect to Incident/Accident reports. Copies of all such reports are to be given to the Program Coordinator of Surgical Technology to be placed in the student's file.

If a student is injured, she/he may be treated by her/his own private physician or in the hospital emergency room. The student is responsible for seeking treatment and the expense involved for that treatment.

DRESS CODE

1. Each student must wear a Surgical Technology identification tag while at the clinical site (clinical sites may or may not issue an identification).

2. Each student must wear appropriate (per hospital policy) and professional dress to and from the clinical site.

3. <u>A pair of shoes should be purchased for use in the OR only</u>. White shoes of an athletic cut are appropriate and provide the most comfort.

4. Protective eyewear must be worn on all surgical procedures.

5. Fingernails should be short and unpolished. Synthetic nails are not allowed, any student who arrives at the clinical site wearing synthetic nails will be sent home and the program coordinator notified.

6. Hair should be cut or secured in such a manner that prohibits extension beyond surgical headgear.

7. Good personal hygiene is mandatory for the surgical technologist.

8. Cologne or perfume cannot be worn to clinical site. Cosmetics should be used in moderation.

9. Jewelry of any type is not permitted in the operating room this includes wristwatch, wedding ring, earrings; facial or any other visible body piercing are not allowed.

CLINICAL AREA

While in the clinical area, the student must not have any symptoms of infection or communicable disease. This would include, but not be limited to, boils, fever, rashes, cuts or abrasions which appear to be infected. The clinical coordinator has the authority to ask the student to leave the operating room, see a physician and return with a permission slip stating it is safe for the student to be in the operating room. The student will be counted absent for this time loss. The student is responsible for any medical bills that occur while in this program.

The clinical supervisor will make assignments each day; time will be given to allow each student to research the cases assigned, students already will know sterile techniques, thus, should be able to set up the surgical cases they are assigned. The clinical coordinator will be responsible for assigning students to clinical sites.

Universal precautions will be practiced by each student for each case in the clinical area to prevent contact with infectious materials or body fluids.

UNSAFE AND UNPROFESSIONAL CLINICAL PRACTICE DEFINED

Unsafe clinical practice shall be deemed to be behaviors demonstrated by the student which threaten or violate the physical, biological, or emotional safety of the patient assigned to her/his care.

The following examples, which may serve as guidelines for the student's understanding of unsafe clinical practices. Examples are not inclusive.

PHYSICAL SAFETY: unsafe behaviors: inappropriate use of side rails, wheelchairs, positioning straps and equipment, lack of proper protection of the patient which potentiates falls, lacerations, burns, etc.

BIOLOGICAL SAFETY: unsafe behaviors: fails to recognize and/or report errors in aseptic technique, attends clinical site while ill, performs technical actions without appropriate supervision, fails to seek help when needed, etc.

EMOTIONAL SAFETY: unsafe behaviors: threatens patient, make patient fearful, provides patient with inappropriate or incorrect information, fails to seek help when needed, and demonstrates unstable emotional behaviors.

Unprofessional practice shall be deemed to be behaviors demonstrated by the student which are inappropriate to the student-instructor, student-personnel, or student-patient interactions which may be taken to be unsafe practice or to reflect negatively upon the Surgical Technology program or Southern Missouri Technical Institute.

Examples of unprofessional practice (not inclusive): verbal or non-verbal language, actions, or voice inflection which compromise rapport or working relations with patients, family members of patients, staff, physicians, or instructors which may compromise contractual agreements and/or working relations with clinical affiliates or constitute violations of legal or ethical standards.

Violations of these standards are exceptional importance. At the Program Coordinator's, Clinical Coordinator's Clinical Supervisor's discretion the student may be removed from the clinical site immediately. Such a violation WILL result in the student being placed on probation and MAY result in withdrawal from the program.

PROBATION DEFINED

Probation is a trial period in which the student must improve or be withdrawn from the program. A student may be placed on probation in the Surgical Technology program by the Program Coordinator or Clinical Coordinator for any of the following reasons:

1. Academic failure
2. Unsatisfactory performance in the clinical setting
3. Unsafe or unprofessional practice.
4. Inability to maintain physical or mental health necessary to function in the program
5. Lack of attendance

PROBATION PROCEDURE

Probation may begin only following a conference with the student. Members present may include the Program Coordinator, Clinical Coordinator, clinical coordinator or a non-surgical technology instructor. Southern Missouri Technical Institute probation status forms will be filled out and signed by the parties attending the conference. The probation is the last warning before a student will be terminated. Any events occurring while on probation will be grounds for dismissal.

READMISSION POLICY

All requests for re-entry must be submitted to the Program Coordinator of Surgical Technology. For re-entry into the program, letters must be submitted two (2) months preceding the academic year in which readmission is requested. Requests will be accepted for only one year from the date of withdrawal from the program.

Readmission is limited to one time.

Readmission to the program is based on several factors:

1. Review of student files by the Adult Education Coordinator/Program Coordinator and Evaluation Committee.
2. Recommendation by the Program Coordinator.
3. Academic status of the student requesting readmission.
4. Proper and timely completion of all Southern Missouri Technical Institute requirements.
5. Space available at clinical sites.

Readmission for re-entering students will be filled in the following sequence: (1) former Southern Missouri Technical Institute students who withdrew in good standing.

Any readmission will be at the discretion of the Program Coordinator in consultation with the faculty.

TRANSFER STUDENT POLICIES

REQUIREMENTS FOR ADMISSION AND COMPLETION OF THE SURGICAL TECHNOLOGY PROGRAM:

1. Transfer students must submit an official transcript from his/her former accredited Surgical Technology program.

2. The student's transcript and course curriculum materials will be reviewed by the Surgical Technology Coordinator and instructors of the program to determine transfer eligibility.

3. A personal interview with the applicant for transfer will be held as soon as feasible. Present at this interview will be the Coordinator or an instructor from the Surgical Technology program. A decision with respect to the acceptance of the transfer student shall be made by those noted, based upon all information supplied to them on the transfer student. The student will be notified in writing within one week of the committee's decision.

4. An individual course study will be put into writing for each transfer student accepted into the program. This course of study will be written by the Surgical Technology Coordinator and instructors of the program.

5. Transfer applicants will be requested to complete finals in all courses being transferred. The transfer student's grades appearing on transcripts from other surgical technology programs will be reflected on the student's final record.

6. Tuition Payment due will be pro-rated according to the amount of actual time spent in the program. (75% of time spent in the program, 75% of tuition due, etc.)

7. All transfer students must comply with the program requirements.

8. Transfer students will be accepted contingent upon the current program enrollment.

9. Transfer students shall meet all of the criteria required of graduating students. A course of study shall be planned and implemented to enable the students to meet these criteria.

10. Non-English-speaking students shall meet the same general admission requirements as other students

GRADING SYSTEM/ COMPLETEION REQUIREMENTS

The grading system is:

A = 90 - 100% of total points awarded
B = 80 - 89% of total points awarded
C = 70 - 79% of total points awarded
69% and below is considered failing

A score of 80% (B) or above is required for all Core Surgical Courses

The grade of D is not awarded nor accepted for transfer in the Surgical Technology program.

Specific information concerning grades is found in the separate course syllabus for each class.

For Lab and Instrument final the student must pass with an 85% or higher to advance to clinical rotations. The student will be put on academic probation the second failed attempt on lab/instrument final. The student may be dismissed from the program on the third attempt on lab/instrument final.

Clinical components are graded on a pass or fail based on the case requirements, required by NCCT.

Students must pass all sections of the Surgical Technology program curriculum in order to receive a certificate of completion.

Students must pass all the clinical competencies in the Principles and Practices practicum in order to progress to the clinical site, failure to pass the competencies could result in termination from the program. SOUTHERN MISSOURI TECHNICAL INSTITUTE's Surgical Technology program is a clock hour program. The program is 1156 clock hours.

PERSONAL CALLS AND/OR BUSINESS

Personal business, such as appointments with doctors, etc., is to be conducted on the student's time. Time away from program/clinicals should be avoided. Students are to instruct their family and friends not to telephone or text them while they are in class or in the clinical area except in an emergency. It is only proper for you to keep all cell phones turned off or on vibrate mode during class, if there should be a problem with this policy; the instructor may require that cell phones are left at the door. DO NOT take cell phones to the clinical sites. For student phone use, there are public phones available. In the clinical area, phones are not to be used for personal calls.

STUDENT WORK POLICY

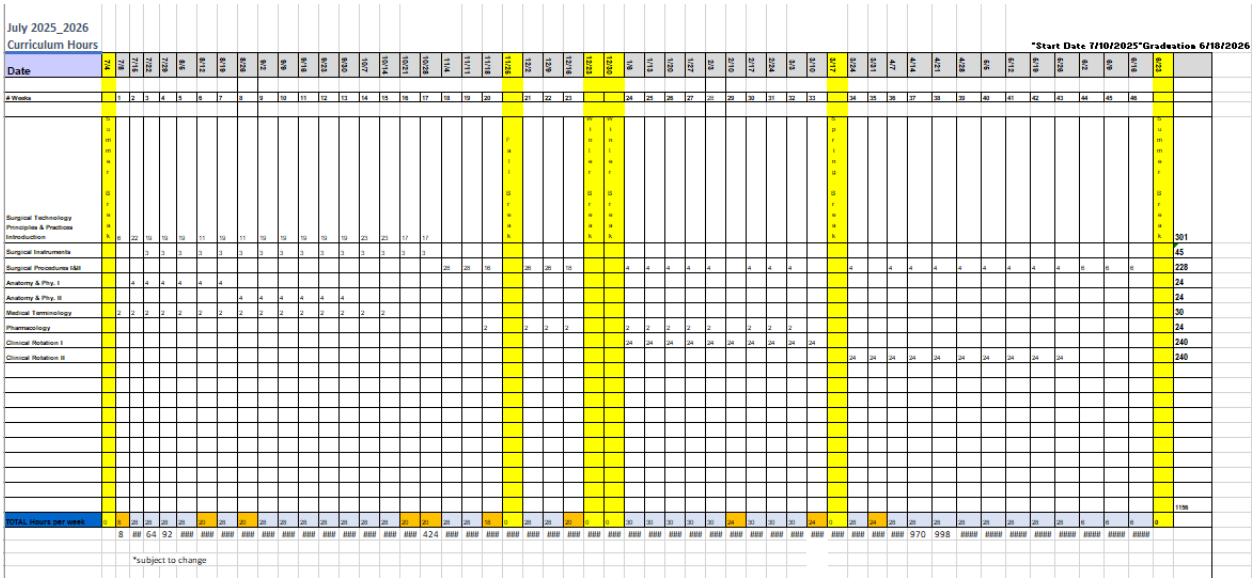
Student policy to establish guidelines for students who are employed by clinical facilities:

- The student shall not be substituted for paid personnel during the clinical component of the program.
- The student shall not be paid by the clinical affiliation site during the clinical component of the program unless they are signed up with a "Earn as You Learn" agreement.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist. Surgical Technology students may receive monetary remuneration during the clinical component if they are signed up with a "Earn as you Learn" agreement.

Addendum to Syllabus for all courses offered via distance education:

Southern Missouri Technical institute is authorized to offer some coursework via distance education. This is allowed at the discretion of the program coordinator in consultation with the administration. All distance education courses are identical to those on campus in terms of rigor, breadth of standards, completion requirements, and credentials awarded. All faculty teaching distance education courses will respond in a timely manner (no more than 24 hours) within the operational schedule of the program. Additional requirements (such as maintaining a minimum grade) may be imposed as a condition of participating via distance education. Finally, all testing will be required to be on-site regardless of whether the student is enrolled in on-site or virtual learning or by utilizing a school-approved online proctoring service.


July 2025_2026
Curriculum Hours
*Start Date 7/10/2025*Graduation 6/18/2026
Date
4 Weeks
Surgical Technology Principles & Practices Introduction
Surgical Instruments
Surgical Procedures I&II
Anatomy & Phy. I
Anatomy & Phy. II
Medical Terminology
Pharmacology
Clinical Rotation I
Clinical Rotation II
TOTAL Hours per week
*subject to change

I_____, have read the Surgical Technology Handbook and understand the policies and procedures for the surgical technology program.

_____ _____

Signature Date



South Central Career Center is accredited by the Commission of the Council on Occupational Education.
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