

SURGICAL TECHNOLOGIST (31-512-1)

Admission Requirements

CHIPPEWA VALLEY TECHNICAL COLLEGE

620 West Clairemont Avenue Eau Claire, WI 54701-6162
Admissions Phone: 715-852-1300 or Toll Free: 1-800-547-2882 Ext. 1300

www.cvtc.edu

STARTING DATE: Summer

LENGTH OF PROGRAM: Technical Diploma – One Year

STEPS FOR ADMISSION:

- Applicants who satisfy all items in Phase I will be accepted to the college and assigned “pre-program” admissions status as follows:
 - Those who have not completed all items in Phase II may satisfy these requirements while taking general education classes under the pre-program status.
 - Those who *have* completed all the items in Phase II are eligible for the core courses of their program of choice. If there is a waiting list for the program core courses, they may enroll in general education and/or elective classes while maintaining their pre-program admissions status.
- Students with pre-program status may not register for Surgical Technologist courses (number 512).
- Students with pre-program status are eligible to apply for financial aid (see “Notes” on next page).

Phase I:

1. **Submit [Application for Admission](#)**
2. **\$30 application processing fee – this must be paid *at time of application***
3. **Education Requirement*:** Applicants who did not graduate from high school, are not currently high school seniors, and did not receive an HSED or GED diploma must complete the following:
A COMPASS[®] pre-entry Ability to Benefit assessment:
 - Achieve scores of at least 25 in math, 62 in reading, and 32 in writing.

***Note:** If you have an international diploma or degree, additional admission requirements may apply.
4. **COMPASS[®] Pre-entry Assessment:** The COMPASS[®] is an un-timed, computerized test of **reading** and **pre-algebra**.
 - Applicants must achieve a minimum score of **80 on Reading** and **45 on Pre-Algebra** (refer to item No. 7 in Phase II if you do not meet the minimum).
 - **To schedule a testing appointment:** For more information and to schedule a COMPASS[®] appointment, visit our website: <http://www.cvtc.edu/pages/198.asp> . **Testing Fee: \$20.**
If you do not have access to the internet, please contact the Assessment Center at 1-800-547-2882 or 715-833-6200.
 - **Substitutions of the COMPASS[®]** will be made for those that can provide proof of one of the following:
 - ~ **ACT[®]:** Applicants must achieve minimum scores of **18 in Reading and 17 in Math** on the ACT[®]. If any ACT[®] score does not meet the minimums, applicants will need to take the COMPASS[®] pre-entry assessment. ACT[®] scores that meet minimum requirements may be used in combination with COMPASS[®] scores to satisfy the assessment requirement.
 - ~ **Associate Degree, Bachelor’s Degree or higher:** A transcript is required showing proof of this degree.
5. **Submit the Background Information Disclosure Form, the Wisconsin Criminal History Single Name Record Request Form, and a \$20.00 background processing fee.** Forms are available on the web at <http://www.cvtc.edu/pages/298.asp> or can be supplied to the student by CVTC.
Note: Your forms along with the processed criminal history record request are considered current for four years. If you are still enrolled as a student or re-enter CVTC after the four-year expiration date, you will be required to submit a new set of forms and another criminal record request processing fee.

Phase II:

6. **Submit proof of academic requirements of biology and chemistry with a “C” grade or better** as follows:
 - a. -two semesters at high school level with a “C” grade or better each semester (high school transcript)
Note: High school seniors *currently enrolled* in prerequisite classes must submit proof of current enrollment, **OR**
-one semester at postsecondary level with “C” grade or better (college transcript), **OR**

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- b. Demonstrate proficiency through examination (make arrangements for proficiency exam by calling 1-800-547-2882, extension 6346, or locally at 715-833-6346), OR
 - c. Complete equivalent college level courses (offered for credit at CVTC as *Intro to Anatomy & Physiology*; and *Prep for Basic Chemistry*).
7. **COMPASS® scores below the minimum levels:** Students who score below the minimum level on the **Reading** and/or **Pre-Algebra** section of the COMPASS® must re-test until they meet the required minimums in No. 4 under Phase I.
8. **Submit copy of your current CPR certification card (American Heart Association – Health Care Provider level or American Red Cross – Professional Rescuer level)** to the Admissions Office. Remember, you must keep your CPR current so it is valid when you begin the core courses for the Surgical Technologist program.

Phase III Core Course Eligibility: Applicants who meet all requirements in **Phase I** and **II** will be accepted or placed on a waiting list as of the date all documentation is received.

9. **Core Course Eligibility Form:**

Applicants completing academic prerequisites and remedial coursework for the COMPASS® assessment must submit a completed Core Course Eligibility Form (CCE Form) to the Admissions Office after ALL coursework is completed and grades have been processed (see below).

- a. Prior to the end of each term you will be notified through student email of the CCE Form submission date for that term. You are also encouraged to check with the Admissions Office prior to the end of the term in which you are completing your coursework for to find out the exact CCE Form submission date.
- b. The **Core Course Eligibility Form** is available online at: <http://www.cvtc.edu/pages/300.asp>, from the Admissions Office in Eau Claire, as well as all other district campus locations.
- c. On the form you will indicate your desired semester and year for entry into the Surgical Technologist core courses.
- d. **Students completing academic prerequisites and remedial coursework will be accepted or placed on a waiting list only when the Core Course Eligibility Form is on file.**

Phase IV: Additional Item Required Prior to Core Course Entry:

- ▶ **A Pre-Entrance Health History and Physical Examination** must be on file three weeks prior to entering the core courses of the Surgical Technologist program (512 numbered courses). The Admissions Office will notify you at the appropriate time with a specified deadline.

Notes:

- ▶ **Financial Aid:** Information on financial aid availability, procedures and deadlines may be obtained by going to the Financial Aid website: <http://www.cvtc.edu/pages/313.asp> or by calling (715) 833-6200 or 1-800-547-2882.
- ▶ **Transfer Credit:** Applicants with postsecondary credits should submit an official transcript to the Admissions Office for evaluation and possible transfer credit.

Admission requirements are subject to change without notice.