College of Eastern Idaho

Surgical Technology Application Checklist

We are excited to assist you in applying for the CEI Surgical Technology Program! Follow the step by step guide to apply for the AAS Surgical Technology program.

This program admits new students once per year:
- **Surgical Technology (SRT) application deadline:**
  - 16 students admitted every spring for a fall start
  - Applications due April 1st
- Classes begin in the fall semester each year. Select the fall semester and year you would like to start the program.

☐ **CEI Enrollment:**

You must be a CEI student and have all prerequisite courses completed and transferred by the following dates to apply for the CEI Surgical Technology program:
- **March 1st**

It is recommended that you connect with your advisor after registering as a CEI student or if you are a current student and have questions regarding your progress.

Contact CEI Admissions at 208-524-3000 Ext. 4 for CEI enrollment assistance or program questions.

☐ **Complete Program Prerequisite Requirements:**

All prerequisite courses must be complete or in progress at CEI at the time of application. **In progress courses at outside institutions, will not be accepted and the application will be denied as incomplete.**

Applicants must receive a C+ or in the following courses for **the SRT program**:
- English 101 – Writing & Rhetoric 1 (3 credits)
- COMM 101 – Fundamentals of Oral Communication (3 credits)
- Math 123 – Math in Modern Society (3 credits)
- PSYCH 101 **or** SOC 101 - Introduction to Psychology or Introduction to Sociology (3 credits)
- BIO 227 & Lab - Human Anatomy and Physiology 1 and lab (4 credits)
- BIO 228 & Lab - Human Anatomy and Physiology 2 and lab (4 credits)
- MICRO 111 & Lab - Introduction to Microbiology 111 and lab (4 credits)
- HCT 101 – Medical Terminology (2 credits)

☐ **General Petition Approval (Optional)**

If applicable, complete petition(s) prior to applying to the Surgical Technology program. Upload a copy of your approved petition email in the grades/course section of the application.

☐ **Complete & Acquire Application Documentation:**

The following documentation must be uploaded with your application. Failure to upload all required documentation will result in your application being incomplete and withdrawn.

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☐ **Background Check**
Upload copy of completed Pre-Check background check in supplemental section of application. Completed background checks must be **dated on or after** the following date:
- o **January 1ˢᵗ** of application year
  Background checks must be completed by Pre-Check. No other background checks accepted. Directions to complete the background check are located on the CEI Surgical Technology webpage. **It is strongly encouraged to start the background check no less than one month before application deadline.**

☐ **(Optional) Healthcare Employment Verification**
The Healthcare Employment Verification form is located on the CEI Surgical Technology webpage. Form must be completed by HR or manager at employment facility. Only work verification submitted on the correct form will be accepted.

☐ **(Optional) Copies of Current Healthcare Certifications**
Healthcare certification in other professions is not required. They will count toward bonus points in the selection process. Upload a copy of your current certification(s) in the supplemental section of the application. Expired or lapsed certifications will not be awarded points. Examples of healthcare certifications include: CNA, Medical Assisting, EMT etc.

☐ **Recommendation Letters**
Request electronic recommendation letters through application system from two different sources. We encourage you to double check that the recommendation letters are returned and show as received in your application. You will be responsible to follow-up on any requests.

☐ **Complete & Submit Surgical Technology Application**
The application is located on the Surgical Technology webpage. Applications are submitted electronically. Upload all required documentation and additionally optional documents. Incomplete applications will be withdrawn. We do not meet one on one with applicants to review applications.

The application is available all year for submission. Make sure to select the fall semester and year you would like to **START** the program on your application. Applications and all required documentation must be received by the above outlined deadline to start in the corresponding fall semester. Review of your application does not guarantee a spot in the program. Applicants must reapply each period if not accepted into program.
Please reach out to Rebecca.Killion@cei.edu if you are having issues with your application or login.

Post Acceptance Paperwork

Once you receive notice that you are accepted into the professional portion of the Surgical Technology Program, the following documentation will be **due on July 1ˢᵗ**:

Immunization Record

Copy of IRIS report showing all required immunizations and/or titers, HEP B titer and current flu vaccine. You will want to begin the immunization process as soon as possible. The required immunizations may take up to eight months to complete.

Immunization or Titer	Immunizations MUST BE finished before submitting IRIS report. IRIS report must include all vaccines or Titers.	
MMR shots (2)	*Include on IRIS report	
Or positive MMR Titer	*Include on IRIS report in lieu of vaccines	
Hep B shots (3)	Include on IRIS report	
Hep B Titer (**Required with shots**)	*Include on IRIS report or provide separate proof. * If you receive a negative/non-reactive titer, you will need to get a Hep B booster and re-draw the titer in 4 weeks. Add booster to IRIS and submit with negative titer to show proof you completed initial requirement.	
Varicella shots (2)	*Include on IRIS report	
Or positive Varicella Titer	*Include on IRIS report in lieu of vaccines	
Tdap-Tetanus	*Within 10 yrs prior to packet submission. Include on IRIS report.	
Flu Vaccine (current year)	*Include on IRIS report. New season shot due October 1ˢᵗ of each year.	
COVID-19 (Required)	*Include on IRIS report or submit CDC immunization card. Must show 2 shots of Pfizer or Moderna or 1 shot for Johnson & Johnson.	

You may need to provide the records that you currently have to Eastern Idaho Public Health Department. If you are not obtaining immunizations at EIPH, you will be charged a **$10.00 fee** to complete your IRIS. Your records will be uploaded to the database. Once the records are complete, you may request a printout of your records. **A copy of your IRIS record must be received by the paperwork deadline. (Immunization cards will not be accepted).**

You may drop off your records, along with the enrollment form, and a check for $10.00 to:
EIPH
1250 Hollipark Drive
Idaho Falls, Idaho 83401
533-3235

Please identify yourself as a CEI student. **Do this in a timely manner, as it may take some time.** Eastern Idaho Public Health is not obligated to provide you with this information at your convenience.

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BLS CPR Certification:

A current "Official" American Heart Association **OR** American Red Cross BLS for Healthcare Providers card is required. Your BLS CPR certification must be from one of the two companies listed above. No other organizations are accepted. You are required to maintain current CPR certification throughout the entire program.

TB Skin Test:

TB test results. Must be one of the following:

- 2 - PPD skin tests (**Second PPD must be within 1-3 weeks of 1st results**.) You will need both results.
- QuantiFERON-TB Fold Plus Test results
- Chest x-ray (**ONLY for previous positive TB results**.)
- Test results must be **AFTER** June 1st of acceptance year

Physical Form:

Completed physical form signed by physician. Form is located on the CEI Surgical Technology webpage. Physical forms are valid for one year.

Proof of Health Insurance:

Proof of health insurance coverage is required. You must remain insured while in the professional portion of the Surgical Technology program. If your insurance coverage changes, you are required to update your information ASAP.