

Kenneth R. Burr, *Executive Director*
Kathleen Baker, *Principal, Health Careers*

Western Suffolk BOCES
North Shore Campus
152 Laurel Hill Road
Northport, NY 11768-3499
Tel. (631) 261-3721, x219



School of Surgical Technology

Thank you for your interest in beginning a career in Surgical Technology at Western Suffolk BOCES. The School of Surgical Technology, located in Northport, is fully accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org; 1361 Park St., Clearwater, FL 33756; 727/210-2350) and accredited by the Council on Occupational Education. Upon completion of the program the graduate will be eligible to apply to the National Board of Surgical Technology & Surgical Assisting to take the National Certification Examination provided all eligibility requirements are met.

For details about the admission requirements, application procedures, curriculum clinical affiliates and promotion policy, please be sure you read the following:

- Surgical Technology Brochure
- Two Steps to Prepare for the Pre-Entrance Exam
- Application for Pre-Entrance Exam

Admission Requirements:

High school diploma or equivalent
Satisfactory score on a pre-entrance exam.
Applicant meets all Technical Standards for Admission (see back of this letter)
Proof of citizenship or legal residency
Computer access

Schedule: Surgical Technology courses begin in September or March each year and takes 12 months to complete.

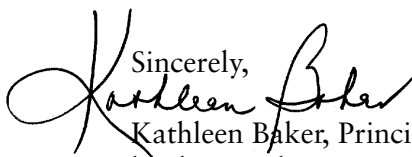
Program Hours: 9AM–2:30 PM, Monday to Friday

Clinical Hours: times range from 7AM–4 PM at various health care facilities

Tuition: \$15,749, start in March 2012 and Sept. 2012 (tuition subject to change for Sept.)

Financial Aid: Available to those who qualify. To determine if you qualify for federal financial aid and for how much aid you qualify, go to www.fafsa.ed.gov and complete the FAFSA application form (school code is 010147). If you have additional questions about financial aid, call the BOCES Financial Aid office at 631/261-3600 x214.

Location: Western Suffolk BOCES, 152 Laurel Hill Rd., Northport, NY
For directions, call 631/667-6000 and use option 9 or go to www.wilsontech.org/sites.

Sincerely,

Kathleen Baker, Principal, Health Careers
kbaker@wsboces.org

P.S. If you have a friend who is also interested in pursuing a health career, all information in this packet is available at www.wsboces.org/fulltime

WESTERN SUFFOLK BOCES
School of Surgical Technology
Northport, New York 11768
631-261-3721

Technical Standards Policy for Admission to the School

PURPOSE:

This policy outlines the technical standards that each applicant /student must be able to accomplish.

STANDARDS:

Each applicant must be able to:

1. Demonstrate 20/20, 20/30 vision with or without corrective lenses in both eyes.
2. Transfer a patient of 150 lbs. on and off a stretcher/bed.
3. Stand for lengthy periods.
4. Orally communicate clearly to the patient being treated.
5. Clearly hear a patient calling for assistance from a minimum of 10 feet away.

Any applicant who does not meet the technical standards as outlined above is ineligible for admission to this program.



4 Steps to Prepare for the Pre-Entrance Exam

Practical Nursing, Diagnostic Medical Sonography and Surgical Technology programs have substantial class work and homework that require students to be proficient readers with a wide vocabulary and competent math problem solvers. BOCES highly recommends that students take these four steps, however, those who have completed a recent academic program with strong grades may consider proceeding directly to Step 4. Most students find that the Prep Class for the Pre-Entrance Exam helps them prepare for the rigorous Pre-Entrance Exam, gain self-confidence, and solidify their interest in pursuing the academic work necessary to succeed in these programs. **Note:** A successful score on the Pre-Entrance Exam is the first step in applying to these 3 programs but does not guarantee admission.

Step #1 Take this math and reading test to be certain you have the math and reading skills to be successful on the Pre-Entrance Exam.

Math & Reading Test (Register early, seating is limited.)

Students MUST satisfactorily pass this test with a successful score before enrolling in the Prep Class for Pre-Entrance Exams for Practical Nursing, Surgical Technology or Diagnostic Medical Sonography. The test covers basic math computation and reading comprehension. Bring a blue or black ink pen and photo id. If registering on night of the Math and Reading Test, only cash or money order accepted (exact amount if paying in cash). If you register online, bring your receipt. The Math and Reading Test can only be taken once within a 6 month period. **NOTE:** Those who successfully pass the Math & Reading Test will receive a \$25 reduction in their tuition for the Prep Class. For further information call 631/667-6000 x320.

Course #5555-61	M 6:30–10 PM	\$25	Jan. 23	Dix Hills, Bldg. B, Wilsonian Room
Course #5555-62	W 6:30–10 PM	\$25	Jan. 25	Dix Hills, Bldg. B, Wilsonian Room
Course #5555-63	M 6:30–10 PM	\$25	Jan. 30	Dix Hills, Bldg. B, Wilsonian Room
Course #5555-64	W 6:30–10 PM	\$25	March 21	Dix Hills, Bldg. B, Wilsonian Room

Step #2 Based on the results of your Math & Reading Test, you will be advised either to take the Basic Skills Class (Step #2) or enroll in the Prep Class for the Pre-Entrance Exam (Step #3). Those with top skills may consider skipping Steps #2 and #3 and registering for the Pre-Entrance Exam (Step #4).

Basic Skills Class

Your success in any health class will depend on your ability to compute basic math problems and understand textbooks and written directions. This class will help you boost both your English and math skills. **Successful completion of this course qualifies you to retake (once) the Math and Reading Test given at 6:30 PM on the last night of class.** To register for the Basic Skills class, call 631/667-6000 x320.

Course #1049-61	M/W, 5–10 PM	\$199	Feb. 1–March 21	Dix Hills, Bldg. C, Room 27
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Step #3 If you earned a satisfactory score on the Math and Reading Test, register for this Prep Class or you may register for the Pre-Entrance Exam (Step #4). (BOCES statistics indicate that the passing rate on the Pre-Entrance Exam is higher for those who complete this Prep Class, but enrollment does not guarantee a passing score or admission into any of the 3 programs.)

Prep Class for Pre-Entrance Exams: Practical Nursing, Surgical Technology & Sonography

To enter our Practical Nursing, Surgical Technology or Diagnostic Medical Sonography programs, (next available Sonography class is July 2013) you must satisfactorily pass the Pre-Entrance Exam. Take this Prep Course to help you prepare for your Pre-Entrance Exam. Work on your reading comprehension, basic math skills, and critical thinking. **NOTE:** Prospective Sonography applicants in this Prep Class would take the Pre-Entrance Exam in fall 2012 for admission in July 2013. Prerequisite to the Prep Class: Satisfactory score on the above Math and Reading Test. To register for Prep Class, call 631/667-6000 x320. Textbook additional (www.wilsontech.org/bookstore).

Course #155-61	T/Th 5–10 PM	\$399	March 22–May 3	Northport Campus, Room 209
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Step #4 Pre-Entrance Exams (may be taken once a semester) Practical Nursing, Surgical Technology and Sonography

Exam is \$125. Call 631/261-3721 x219 to register. Dates offered:

For Practical Nursing & Surgical Technology:

Sat. 8:30 AM on March 10, April 21, or May 5; OR Wed. 4:30 PM on April 18

For Sonography: Sat. 8:30 AM on March 10

Pre-Entrance Exam (TEAS) Information

The Test for Academic Skills (TEAS) is the pre-entrance exam that students must successfully pass in order to be admitted to our Practical Nursing program. You may only take this test once each semester.

BOCES offers a Prep Class for the Pre-Entrance Exam (TEAS). Most students find that the Prep Class helps them prepare for the rigorous TEAS, gain self-confidence, and solidify their interest in pursuing the academic work necessary to succeed in these programs.

The TEAS consists of four sections, Mathematics, Reading, Science and English and Language Usage. A review of basic concepts and theories in each area is recommended.

- Reading – paragraph comprehension, passage comprehension and inferences/conclusions (40 items, 50 minutes).
- Math – whole numbers, metric conversion, fractions, decimals, algebraic equations, percentages and ratio/proportion (45 items, 56 minutes).
- Science – science reasoning, science knowledge, biology, chemistry, anatomy, physiology, basic physical principles and general science (30 items, 38 minutes).
- English and Language Usage – punctuation, grammar, sentence structure, contextual words and spelling (55 items, 65 minutes)

How can I best prepare for taking the TEAS?

The Assessment Technologies Institute (ATI) has two review products, the TEAS V Study Manual and a TEAS V Online Practice Assessment, to guide your review and provide feedback about your study progress. You may purchase them at www.atitesting.com/Solutions/PreNursingSchool.aspx.

Where can I take the TEAS?

Students will take the TEAS at the Northport Campus of Western Suffolk BOCES, 152 Laurel Hill Rd., Northport, NY 11768. To register, select a date on page 5 of this packet or call 631/261-3721 x219.

What is the format of the TEAS?

Currently, the TEAS includes 170 scored multiple-choice questions divided into four subsections: Mathematics, Reading, Science and English and Language Usage.

Can I use a calculator on the TEAS?

Calculators are NOT allowed during the TEAS.

How long will it take for me to get my TEAS scores?

When you take the TEAS exam at Northport you will be notified by mail in about 3 or 4 weeks to advise you of your status.

How do I know if I passed the TEAS?

Many schools set a passing standard based on TEAS performance. With Western Suffolk BOCES, the passing score is 50 percent on Math & Reading.

How do I get an official TEAS transcript sent to another college?

Your TEAS results can be sent to any nursing school. You can request that ATI electronically transmit your results to a school for a small fee.



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Surgical Technology Pre-Entrance Exam Application Form

All applicants to the School of Surgical Technology **must** achieve a satisfactory score on the pre-entrance exam (Test for Academic Skills) and have a high school diploma or equivalent. The TEAS pre-entrance exam is composed of the following areas: general math, science, reading comprehension, and English and language usage. Details are on page 4 of this packet. If you have any questions after you read these requirements or have a current IEP and are requesting testing modifications, call 631/261-3721.

Complete this form and return it to: Western Suffolk BOCES, School of Surgical Technology, 152 Laurel Hill Road, Northport, NY 11768

Also enclose the following:

1. **Non-refundable** money order or certified check (**no personal checks or cash**) for \$125 payable to Western Suffolk BOCES. Send the money order or certified check to our office **no later than two weeks before** the test date you select!
2. Enclose a #10 business (9"x4"), self-addressed stamped envelope. You will receive acknowledgement of payment and confirmation of your test date and time.

Western Suffolk BOCES School of Surgical Technology 152 Laurel Hill Road Northport, NY 11768	44¢
YOUR NAME YOUR ADDRESS YOUR TOWN	

Dates for Pre-entrance Examinations:

Indicate your first and second choices.

8:30 AM Sat. March 10, 2012 8:30 AM Sat. April 21, 2012
 4:30 PM Wed. April 18, 2012 8:30 AM Sat. May 19, 2012

NOTE: Tests dates fill quickly, mail your application form in early to avoid being closed out on your chosen date. Every effort will be made to accommodate your first request. In the event the test dates you have chosen have been filled, your money order or certified check will be returned to you. You will receive an email confirmation when we receive your payment and then a letter reconfirming your test date and time two (2) weeks before test date.

Print Name

_____-_____-_____
Social Security

Print Street Address

(_____)_____-_____
Telephone

Print Town

(_____)_____-_____
Cell Phone

Email Address (Privacy statement at www.wilsontech.org/privacy)

Please read the following information and initial each line:

- _____ 1. I understand that my \$125 money order or certified check is non-refundable.
- _____ 2. I understand that I will be charged a \$50 fee to re-schedule my test date.
- _____ 3. I understand that all information provided by me or on my behalf will become a permanent part of my file as per N.Y.S. law and will not be returned.
- _____ 4. I understand that I am only permitted to test once per testing cycle to a maximum of twice for admission to any health career program.
- _____ 5. Should I be called in for an interview, I understand that my official transcript must be received in the health careers office **before** my given interview date.
- _____ 6. I have enclosed a money order or certified check in the amount of \$125 and a legal size self addressed stamped envelope.
- _____ 7. I understand that the test proctor has the authority to deny admission to, or remove me from the testing site.
- _____ 8. I understand that a passing score on the pre- entrance examination is only one criteria and does not guarantee admission to the program.

I have read, understand and agree to items 1-7 listed above:

Applicant's Signature

Date

On the Day of the Pre-entrance Exam:

Read the following information carefully as **no** exceptions will be made:

1. You must arrive no later than 8:30 AM on Saturday and 4:30 PM on Wednesday. If you are late, you will not be permitted to sit for the test.
2. You must bring:
 - Two (2) forms of identification with your signature on both. One must be a photo id, such as a driver's license or a passport.
 - A high quality copy of your photo ID. No copies will be made at test site. No exception.
 - Your ATI Paper/Pencil ID. You must go to www.atitesting.com before the date of the exam to get your ID. **YOU WILL NOT BE PERMITTED TO TEST WITHOUT THIS ID.**