



S E N T A R A[®]

College of Health Sciences

Surgical Technology Accelerated Alternate Delivery (AAD) ST to CST Bridge Program

Dear Prospective ST Student:

The AAD Bridge Program application packet contains the following required documents:

- Application to Include Eligibility Verification
- Verification of Employment
- Computer Requirements (for information only)

The application portion of the packet must be completed and mailed directly to the address below.

All Verification of Employment forms must be completed by your immediate supervisor, manager, or director and returned directly from them. The signatures do not have to be notarized. These documents are evidence that you qualify for admission to the AAD Bridge Program.

All completed forms must be submitted to:

**Surgical Technology Program Director
Sentara College of Health Sciences
1441 Crossways Blvd., Suite 105
Chesapeake, VA. 23320**

They may also be faxed to 757.388.2905, attention to Surgical Technology Program Director.

It is the responsibility of the applicant to ensure all documents are submitted. No application will be reviewed that is not complete. Notification of acceptance will be via mail to the address listed on the college application.

This application packet should not be confused with the clinical validation documents required for Program completion. If you have questions, please call the Surgical Technology Program Director at 757.388.4240 or Toll Free at 877.609.8870 X84240.

SENTARA COLLEGE OF HEALTH SCIENCES

APPLICATION FOR SURGICAL TECHNOLOGY ACCELERATED ALTERNATE DELIVERY ST TO CST BRIDGE PROGRAM

THE SENTARA COLLEGE OF HEALTH SCIENCES SEEKS TO ADMIT QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN OR DISABILITY PROVIDED THE APPLICANT IS QUALIFIED TO PERFORM THE TASKS NECESSARY TO MEET THE REQUIREMENTS OF THE PROGRAM WITH OR WITHOUT REASONABLE ACCOMMODATION.

Application Procedure: Please refer to the admission requirement for the ST to CST Bridge Program at www.sentara.edu under "Admission Process for Allied Health Programs".

Official or unofficial transcripts must be submitted with application.

Send or deliver your completed application form and the \$50 administrative processing fee to:
 Program Director, Surgical Technology, Sentara College of Health Sciences, Crossways I, Suite 105,
 1441 Crossways Boulevard, Chesapeake, VA 23320.

The administrative processing fee is non-refundable. Checks should be made payable to Sentara.

The Admissions Committee will review only applicant files that are complete. It is the applicant's responsibility to ensure the College receives all required documentation. All qualified applicants will be notified of their admission status. Applicants who are selected for admission will be required to pay a class deposit and complete additional admission requirements prior to enrollment.

I. APPLICANT INFORMATION

Mr. Mrs. Miss Ms.
Name: _____
Last First Middle All Previous Last Names

Permanent Address: _____
Number and Street

City State Zip Code

Social Security Number: _____ **Date Of Birth:** _____ **E-Mail Address:** _____

Telephone: Primary (_____) _____ Secondary (_____) _____

Citizenship: Are you a U.S. Citizen? Yes No If no, are you a Permanent Resident? Yes No

Language: Is English your first language? Yes No
 If you answered "No" above: Have you taken the TOEFL (Test of English as a Foreign Language) examination? Yes No

How did you *first* learn of Sentara College of Health Sciences? _____

Have you previously attended or applied to Sentara College of Health Sciences or Sentara School of Health Professions? Yes No

If yes, which program/course? _____

Years attended _____ or Year Applied _____

Have you ever attended a Surgical Technology Program? Yes No

a. If yes, list name and address of school or college: _____

b. Dates of attendance. From _____ to _____

c. Type of program: Diploma Certificate Degree

d. Did you complete the program? Yes No

e. Did you receive surgical technology training on the job? (must be prior to March 1, 2000) Yes No

f. If yes, list name, address and phone number of facility: _____

g. Dates of employment: From _____ to _____

h. Manager name, title, and phone number: _____

i. Are you currently employed as a surgical technologist? Yes No

j. If yes, list name, address and phone number of facility: _____

II. HIGH SCHOOL EDUCATION

Verification of completion of High School or equivalent. Select your verification of high school:

High School GED Home School

III. PREREQUIITE COURSES

All prerequisites must be completed with a "C" or better prior to the start date.

- ST to CST Accelerated Alternate Delivery Bridge Program applicants must complete Human Anatomy and Physiology I without lab prior to submitting an application for admission.

COLLEGE COURSES	Required for Programs Below	Semester Credits Required	Completed (check)	Not Completed (indicate month & year you plan to complete)
Human Anatomy & Physiology I w/out lab	ST to CST	3		

IV. EMPLOYMENT/EDUCATION HISTORY

Please provide proof of eligibility by either employment verification or graduate of non-accredited school. Complete the following below:

Employment Verification: You must document that you have been employed as a surgical technologist or operating room technician with on the job training that took place prior to March 1, 2000.

Document below that you have been employed as a surgical technologist or operating room technician with no breaks in service longer than 2 years. Include all places of employment.

Employment Dates	Facility Address and Phone Number	Supervisor's Name and Title	Position Held	Number of Hours Worked Per Week	For College Use Only: To be completed by Program personnel.

OR

Graduate of non-accredited school: You must document below that you have been trained as a surgical technologist in a military or non-accredited school/program.

School Dates	School Address and Phone Number	Instructor's Name and Title	Name of Program	Transcript Available/ Requested	For College Use Only: To be completed by Program personnel.

V. READ CAREFULLY BEFORE SIGNING

To qualify for admission into the AAD ST to CST Bridge Program, you must have attended a non-accredited Surgical Technology Program or received training on-the-job training prior to March 1, 2000. Clinical credit will not be awarded for previous education experiences. Clinical credit must include actual cases, (minimum of 140), performed in the first scrub role while employed. Procedures must be varied. Clinical credit will be evaluated by portfolio prior to completion of the Program. Validation of eligibility must be ascertained prior to acceptance to the AAD ST to CST Bridge Program. Previous course work will be evaluated by the Program Director. Please attach a copy of any degrees or certificates of completion with this application. A resume may be attached.

I certify that the information contained in this application is true. I further understand that falsification of information or incomplete statements herein will result in cancellation of this application or dismissal from the Program. I agree that examination and verification of my employment or previous education, except as it pertains to age, race, gender, sex, color, creed, national origin, marital status or disability, may be made and used relative to my application status. I further certify that as of the intended date of enrollment, I will have graduated from an accredited high school or the equivalent and completed, in good standing, additional course work as listed on this application and attachments. I also understand that the administrative processing fee is non-refundable.

If my application is incomplete (transcripts not included or application incomplete) I will have 10 business days to correct or my application will be withdrawn with no refund. If I do not include my \$50.00 administrative fee, my application will be returned. Questions can be addressed at 757.388.4240 or Toll Free at 877.609.8870 X 84240.

The mailing address and phone number (s) you supplied on the application will be used for notifications.

ST to CST AAD Bridge Program applicants will not be subject to a criminal history background check or a urine drug screen.

Applicant's Signature

Date



SENTARA®

College of Health Sciences

VERIFICATION OF ELIGIBILITY

SECTION I

Applicant is to print this form, complete Section I in print, date, sign and send to place of employment or school. The applicant must submit to "verifying employer or school" and the employer or school must submit directly to Sentara College of Health Sciences.

Name:

Name at the time of employment/student, if different:

Social Security number:

Place of employment/education:

Approximate dates of employment/education:

I hereby authorize the Human Resources Department/Registrar or other departments of the above listed place of employment to release the information or confirmation of the information listed above. Additionally, I release Sentara College of Health Sciences and the place of employment listed above from all liability whatsoever for issuing the requested information.

Student Authorizing Signature

Date

SECTION II

I certify that the records of _____ reveal the following on the person identified above:

Above information is correct.

Above information is correct with the following correction(s).

Unable to verify information due to:

Please verify employment of the above named person and return this form directly to the fax or mail information below:

Sentara College of Health Sciences
Surgical Technology Program Director
1441 Crossways Blvd., Ste. 105, Chesapeake, VA. 23320
Phone: 757.388.2900 or Toll Free: 877.609.8870 • Fax: 757.388.2905



SENTARA®

College of Health Sciences

COMPUTER SPECIFICATIONS AND DOWNLOADS NECESSARY TO USE BLACKBOARD

Microsoft Windows

	<i>Minimum</i>	<i>Recommended</i>
Operating System	98 SE or ME or NT4 w/SP6	2000 or XP
Processor Speed/Type	400 MHz Intel Pentium II processor, or equivalent	800 MHz Intel Pentium III processor, or equivalent/better
CPU Memory	64 MB of RAM	256 MB of RAM
Monitor Resolution	800 x 600	1024 x 768
Internet Connection	56 kbps Dialup Modem	Any high-speed connection (e.g. Cable Broadband or DSL)
Free Hard Disk Space	100 MB	500 MB or greater
Audio (Sound) Card	16-bit sound card	24-bit sound card
Video Card	16 MB VRAM with 65,000 colors or 16-bit	64 MB VRAM with True Color (24-bit or 32-bit)

Firewalls

Many public access computers have firewalls installed to protect their networks and prevent unwanted installations of software and possible viruses. If you are having network connectivity issues with your Blackboard resources, we advise you first contact the Help Desk to determine if these issues are related to your firewall settings. You may also want to contact your network or system administrator for assistance as well.

Note: There are also software firewalls for home users. If you have installed such a firewall and are facing difficulties connecting to your Blackboard resources, contact your ISP or the manufacturer of your firewall to determine if your software firewall is causing these issues.

Pop-Up/Spam Blockers

If you have installed pop-up/cookie/spam blockers on your computer, you may experience difficulties connecting to Blackboard resources, for example, Chat or Virtual Classroom). Disable your computer's Ad Blocking and Pop-Up Window blocking to view the site.

Email

At the top of the home page of Blackboard, you will see a "Home" icon. Click on this to get to Sentara's Corporate Wavenet site. You can login and access your school email through this portal. Your login and password will be given to you the first week of school.

Plug-Ins, Readers and Converters

The downloads below are required to effectively use Blackboard Academic Suite. Copy and paste the URLs into the address window of your internet provider and follow the directions to download to your computer

<i>Name</i>	<i>Description</i>
Adobe Acrobat Reader	This program is used to view PDF files. http://www.adobe.com/products/acrobat/readstep2.html
Macromedia Flash Player	This plugin is required to view Flash content on websites. http://sdc.shockwave.com/shockwave/download/download.cgi?
Macromedia Shockwave Player	This player will allow you to play/view Shockwave files. http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
Java Plugin	This plugin is required to view Java content, such as the Bb 'Chat' tool. http://java.com/en/download/index.jsp
Quicktime Player	This player will allow you to play/view Quicktime files. http://www.apple.com/quicktime/download/win.html
Real Media Player	This player will allow you to play/view Real audio and video files. http://www.real.com/playerplus/index.html?src=downloadr
Windows Media Player	This player will allow you to play/view a variety of media files, including Windows Media. http://www.microsoft.com/windows/windowsmedia/player/download/download.aspx



S E N T A R A[®]

College of Health Sciences

COMPUTER SPECIFICATIONS AND DOWNLOADS NECESSARY TO USE BLACKBOARD *(continued)*

If you do not have Microsoft Office

The following links are for Microsoft Office products. If you do not have Word, PowerPoint, or Excel you can download the viewers to your computer and you will then be able to view all documents in those formats.

Name	Description
Microsoft Office PowerPoint viewer	This player will allow you to play/view PowerPoint files. http://www.microsoft.com/downloads/details.aspx?FamilyId=428D5727-43AB-4F24-90B7-A94784AF71A4&displaylang=en
Microsoft Office Word viewer	http://www.microsoft.com/downloads/details.aspx?familyid=95E24C87-8732-48D5-8689-AB826E7B8FDF&displaylang=en
Microsoft Office Excel viewer	http://www.microsoft.com/downloads/details.aspx?FamilyID=c8378bf4-996c-4569-b547-75edbd03aaf0&displaylang=EN