

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: 9 AM–2:30 PM, Monday to Friday

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

Tuition: \$14,999 (tuition subject to change) for classes starting March 2011

Financial Aid: Available to those who qualify, call 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,

A handwritten signature in black ink that reads 'Kathleen Baker'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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.wilsontech.org/fulltimelicensing

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.



2 Steps You May Wish to Take to Help You Prepare for the Pre-Entrance Exam!

Prerequisites for Surgical Technology, Practical Nursing and Diagnostic Medical Sonography

- a high school diploma or equivalent
- a satisfactory score on a pre-entrance exam.

Step #1

Take the math & reading test to be certain you have the math and reading skills to be successful on the pre-entrance exam.

Math & Reading Test

Students MUST satisfactorily pass this test before enrolling in a pre-entrance prep class for Practical Nursing, Surgical Technology or Diagnostic Medical Sonography. The test covers basic math computation and reading comprehension. Bring a blue or black pen and photo id. Prerequisites: satisfactory ability to compute basic math problems and understand textbooks and written directions. NOTE: Registration must be made in advance. If you register online, bring your receipt.

Course #5555-20	Tu 6:30–10 PM	\$25	Aug. 17	Dix Hills, Bldg. B, Wilsonian Room
Course #5555-21	Th 6:30–10 PM	\$25	Aug. 19	Dix Hills, Bldg. B, Wilsonian Room
Course #5555-31	M 6:30–10 PM	\$25	Oct. 18	Dix Hills, Bldg. B, Wilsonian Room

The math and reading test can only be taken once within a 6-month period.

Based on the results of your math and reading test, you will be advised to take either the Basic Skills class or enroll in the Prep Class for the Pre-Entrance Exam.

Basic Skills Class–Boost Your English and Math Skills

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 assessment exam given on the last night of class. You must satisfactorily pass the math and reading test before registering for any prep class.

Course #1049-31	M/W, 5–10 PM	\$199	Sept. 1–Oct. 18	Dix Hills, Bldg. A, Room 102
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Step #2

If you earned a satisfactory score on the math and reading test, register for a Prep Class before you take your pre-entrance exam.

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

To enter our Practical Nursing, Surgical Technology or Diagnostic Medical Sonography programs, you must first satisfactorily pass an entrance exam. Take this prep course to help you prepare for your entrance exam. Work on your reading comprehension, basic math skills, and critical thinking. Prerequisite: Satisfactory score on the math and reading test. To register for the prep class, call 631/667-6000 x320. Textbook and online assessment, \$58 additional.

Course #155-31	T/Th 5–10 PM	\$399	Oct. 19–Nov. 30	Northport Campus, Room 209
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Pre-Entrance Exam Information TEAS (Test for Academic Skills)

The Test for Academic Skills (TEAS) is the pre-entrance exam that students must successfully pass in order to be admitted to our Surgical Technology program.

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?

ATI has two review products, the TEAS Study Manual and a TEAS Online Practice Assessment, to guide your review and provide feedback about your study progress. More information is available at www.atitesting.com/global/students/entering-nursing-school.aspx.

Where can I take the TEAS?

Students will take the TEAS at the Northport Campus of Western Suffolk BOCES, 152 Laurel Hill Road, Northport, NY 11768.

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. Oct. 23, 2010 | ___ 8:30 AM Sat. Nov. 20, 2010 |
| ___ 8:30 AM Sat. Nov. 6, 2010 | ___ 8:30 AM Sat. Dec. 4, 2010 |
| ___ 4:30 PM Wed. Nov. 17, 2010 | |

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 your letter confirming your test date and time two (2) weeks before test date. Do not call the office for confirmation of receipt of your money order.

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 will not be permitted to test without this ID.