

## Surgical Technology – Application Checklist

**Application deadline:**

**Autumn start: May 1**

This checklist is provided as a self-help guide to assist you in meeting all application requirements. All requirements must be completed by the application deadline date applying for.

- Complete the COTC admission application, [www.cotc.edu/apply](http://www.cotc.edu/apply) (this is not the program application).
- Submit official high school transcript with graduation date or official GED transcript. High school seniors must send a current transcript during their senior year and a final transcript after graduation.
- Submit official transcripts from **all** career centers, colleges and universities attended past and current with GPA. **ALL** foreign transcripts (high school and colleges) must be evaluated by a NACES Member - <https://www.naces.org/>.
- Attend a mandatory [Surgical Technology Information Meeting](#) (valid 12 months).
- Complete any required remedial coursework with a grade of “C” or higher based upon the multiple measures placement policy. Courses may include co-requisite English and co-requisite College Algebra or Statistics (courses can be in progress spring semester of the deadline).
- Provide proof of completion **with grade of “C” or higher** of the following (courses can be in progress spring semester of the deadline):
  - A full unit of high school Biology or Intro to Biology (BIO-010) and high school Chemistry or Intro to Chemistry Principles (CHEM-020), or higher college equivalents, or approved COTC transfer credit for Anatomy & Physiology I (BIO-130).
- Complete Health Selection Exam - HESI A2 exams will only be available in-person. Exams can be taken at any COTC campus. Scores can be sent from any testing location as long as they meet the following criteria:
  1. It must be administered in-person. No remote exams will be accepted.
  2. The test must have exactly the same subjects our HESI A2 covers - no more, no less. That is:
    - Reading Comprehension
    - Vocabulary & General Knowledge
    - Basic Math Skills
    - Biology
    - Chemistry
  3. The score transcript must be ordered from HESI and sent directly to [cotcrecords@mail.cotc.edu](mailto:cotcrecords@mail.cotc.edu) to be verified. \*Additional fees will apply.
- Submit Surgical Technology Application (Available one month prior to deadline. Request from your assigned advisor or email [cotcadvising@mail.cotc.edu](mailto:cotcadvising@mail.cotc.edu)).

All application documents are anonymized to ensure fairness.

**NOTE:** FBI background checks are required 30 days prior to the start of clinicals for students selected into the program. Final admission is contingent upon a cleared background check. CPR (EMS 100)-American Heart Association is required for the first semester and must be valid through program completion.

