Surgical Technology – Application Checklist

Application deadline:
Autumn start: May 1 - Newark

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 online application for general admissions (separate 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 (courses can be in progress spring semester of the deadline):
    - o A full unit of high school Biology or Intro to Biology (BIO-010) or higher-level college equivalents, such as approved transfer credit for Anatomy & Physiology I (BIO-130).
    - o A full unit of high school Chemistry or Intro to Chemistry Principles (CHEM-020) or higher-level college equivalents.
- ☐ 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 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).

NOTE: *FBI background checks are required upon notification of admission into the program. Final admission is contingent upon a cleared background check. CPR (EMS 100)- American Heart Association is required for clinical rotations.*

NOTES: