



# Central Service

at York Technical College

Admissions Procedures  
and Qualification Criteria  
2009-2010

---

York Technical College issues this booklet for the purpose of furnishing all interested persons with information about the admissions process for the Central Service Certificate program. Although every effort is made to keep this information as current as possible, policy statements in this booklet are subject to change without notice and may not be regarded in the nature of binding obligations on the College. For further information, please contact:

York Technical College  
Office of Admissions  
(803) 327-8008 within the local dialing area  
(800) 922-TECH (toll-free) inside South Carolina

It is the policy of York Technical College not to discriminate on the basis of sex, race, age, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies. Title IX and Section 504 Compliance Officer is Dr. Dennis Gribenas, V.P. for Business Affairs, York Technical College, 452 South Anderson Road, Rock Hill, SC 29730.

## Table of Contents

<b>Program Description.....</b>	<b>4</b>
<b>Explanation of Booklet.....</b>	<b>5</b>
<b>Admissions Process .....</b>	<b>6</b>
<b>Qualification Process .....</b>	<b>7</b>
<b>Program Entry .....</b>	<b>8</b>
<b>Frequently Asked Questions.....</b>	<b>9-10</b>
<b>Estimated Expenses.....</b>	<b>11</b>

**Central Service Certificate**  
**At York Technical College**

The Central Service Department is a vital component of any hospital which incorporates sterile supply, decontamination, and sterile processing. Personnel working in this area must be knowledgeable of safe handling, processing, and sterilization (methods and procedures) of all types of materials and equipment. Central Service students learn the basic principles and uses of surgical instruments, sutures, dressings, drains and the reclamation of used items for reprocessing. Central Service personnel must work closely and harmoniously with surgical and other hospital personnel to provide quality patient care.



GREG F. RUTHERFORD  
PRESIDENT

Welcome to York Technical College, and thank you for your interest in the Central Service Certificate program. The purpose of this booklet is to clarify the application process, identify the Central Service Certificate qualification requirements, and explain how the qualified applicant waiting list is managed.

There is a great demand for medical professionals in our workforce today. Many people realize that a Surgical Technology career would not only offer many job choices and a good salary, but it would also provide the personal satisfaction of serving and caring for others.

For these reasons, there are many students interested in pursuing the Central Service Certificate program. Central Service Certificate program can accommodate only a limited number of students each year in order to provide the highest quality training. Therefore, the Admissions Department maintains a first-qualified, first-served list of students for the Central Service Certificate program. Your immediate goal should be to get your name on this list of qualified students as soon as possible. This document will provide clear and specific instructions to help you understand exactly what you need to do from the point of application to the point of program entry.

***It is your responsibility to read and understand the contents of this document very carefully.*** It is also your responsibility to contact an Admissions Counselor for assistance should you have questions or need clarification of these contents at any time during the process of qualifying and enrolling in the Surgical Technology program

Thank you for again for your interest in and for choosing York Technical College to achieve your educational goals.

Sincerely,

Kenny Aldridge  
Admissions Department Manager

## **I. The Admissions Process for the Central Service Certificate Program at York Technical College**

**The Central Service program is limited in enrollment, and its waiting list is processed on a first-qualified, first-served basis.**

1. Complete and submit the York Technical College Application for Admission a [www.yorktech.com](http://www.yorktech.com).
2. Submit proof of high school or GED completion. Currently enrolled high school seniors who meet all other program qualification requirements are eligible to be placed on the list of qualified applicants on a provisional basis pending the submission of evidence of a high school Diploma in upon graduation.
3. Pay the \$10 placement test fee at the Business Office and take the COMPASS Placement Test if necessary. Contact the Assessment Center at 803-981-7176 for testing times. This test *may* not be necessary if you submit satisfactory SAT/ACT scores or a college transcript documenting previous college credits. Contact a counselor to determine if you will need to take the COMPASS Placement Test.
4. Meet with an Admissions counselor to complete your admissions process. The counselor will review your COMPASS, SAT or ACT test scores, high school transcripts, and any previous college credits you may have earned, and he/she will determine if you have met the qualification requirements to be placed on the list for the Surgical Technology program.

Initially, you will be admitted into the **Pre-Central Service** program (*Associate in Applied Science a Goal of Surgical Technology*).

### **If you ARE qualified for the Central Service waiting list:**

You will be required to pay the Business Office a \$25 NONREFUNDABLE and NONTRANSFERABLE list-processing fee in order to have your name placed on the list of qualified applicants.

### **If you ARE NOT qualified for the Central Service waiting list:**

Your counselor will review the necessary steps for you to take in order to become eligible to have your name placed on the list of qualified applicants for the Central Service program. These steps are outlined next in Section II.

**IMPORTANT:** IF YOU ARE NOT QUALIFIED FOR THE CENTRAL SERVICE WAITING LIST WHEN YOU ARE FIRST ADMITTED TO THE COLLEGE, YOU MUST RETURN TO ADMISSIONS TO ALERT A COUNSELOR WHEN YOU HAVE COMPLETED THE QUALIFICATION REQUIREMENTS FOR THE CENTRAL SERVICE PROGRAM.

## II. Qualification Requirements for the CENTRAL SERVICE Program

To be placed on the list of qualified applicants for the Surgical Technology program, you must provide documentation that you meet the following criteria:

\_\_\_\_\_ **1. High School or GED completion**

This can be in the form of a high school transcript, copy of your diploma, or copy of your GED certificate.

\_\_\_\_\_ **2. Completion of ONE of the following methods of qualification:**

\_\_\_\_\_ COMPASS scores:

Minimum **Pre-Algebra 54, Reading 81, Writing 70**

\_\_\_\_\_ SAT scores *before* April 1, 1995:

Minimum **400 Verbal** and **350 Math**

\_\_\_\_\_ SAT scores *April 1, 1995 to March 12, 2005*:

Minimum **480 Verbal** and **400 Math**

\_\_\_\_\_ SAT scores *after* March 12, 2005:

Minimum **480 Critical Reading** and **400 Math**

\_\_\_\_\_ ACT minimum score of at least **21 English** and **16 Math**

\_\_\_\_\_ ASSET scores:

Minimum **Numerical 43 & Elem. Algebra 31, Reading 42, Writing 41**

\_\_\_\_\_ "C" or better in **RDG 100, MAT 150** and **ENG 100**

\_\_\_\_\_ **3. Meet with an Admissions Counselor to get your name placed on the qualified applicant list**

As soon as you meet qualification requirements for the Central Service program, you will need to see an Admissions Counselor. The counselor will verify that requirements have been met and will direct you to pay the required **\$25 NONREFUNDABLE/NONTRANSFERABLE list processing fee**. Once this has been done, your name will be placed on the list of qualified applicants for the Central Service Certificate program.

#### **IV. When You Are Offered Entry Into the Central Service Program**

Please note and be prepared for the following to occur when your name comes up to begin the Central Service program:

##### **1. Notification of entry**

You will be notified by first class mail that your name has come up to begin the program. When you receive your letter offering you a seat for your program, you will have two choices. **If you do not respond by either method below before the specified deadline, your name will be removed from the list.**

- a. To accept your seat in the Central Service program, you must pay your confirmation deposit (\$75) by the specified deadline to be eligible to enter the program that year. This deposit is NONREFUNDABLE and NONTRANSFERABLE and applies toward the tuition fee for your first semester. *Students owing a past due debt to the College are not eligible to enroll. Deposits will not be accepted until the prior debt is paid in full.*
- b. If you wish to postpone your entry to the program, you must pay an additional nonrefundable/nontransferable list processing fee (\$25) by the specified deadline to keep your name on the list for the following year. If you choose this option, you must accept your seat the following year or your name will be removed from the wait list. **You have the opportunity to delay your entry only once.**

*You are responsible for making sure that you are able to receive this information.* This includes keeping us updated on any changes to your contact information AND making sure that all members of your household are aware that you may be receiving an important letter by certified mail. You do not want to lose your place in the class because you miss your invitation to begin.

As the start date for the fall class gets closer, it may become necessary for the Admissions Office to attempt **telephone** contact with the next qualified student on the list in order to replace a student who withdraws at the last minute or fails to register for classes. In this situation, time does not allow for the regular certified mail confirmation process to occur.

##### **2. Pay your deposit and fulfill additional requirements before starting the Central Service program**

- a. You will need to submit a completed **Student Health Form** (available in Room A-100) to the SURGICAL TECH Department Manager.
- b. You **must** carry **liability insurance** and **health insurance**. You must submit proof of health insurance to A - Building, Room 100 or obtain one of the health insurance plans through York Tech when you register for fall semester classes at the beginning of the program.
- c. Clinical facilities require clear **drug screens** and/or **criminal background checks** before allowing students to participate in clinical rotation. If so, you will be financially responsible for these items. You may be required to have a drug screen at any time during your rotations. ***You must be eligible to attend clinical at all facilities.***
- d. **\*\*You must attend a mandatory Central Service program orientation to be held prior to the fall semester. Failing to attend this orientation will result in removal from the class UNLESS you make other arrangements with the department manager.\*\***

**If at any point you decide that you are no longer interested in remaining on the list or in starting the Central Service program, please contact the Admissions Office immediately.**

## V. Frequently Asked Questions About the Central Service Program

### Q. How long is the waiting list for the Central Service program?

A. Be aware that there is typically a waiting period of *approximately* one year from the time a student gets on the waiting list until the fall term that the student will actually begin the program.

### Q. Can I get on the waiting list before I meet the minimum qualification requirements?

A. No. You must fully meet the qualification requirements for the Central Service program as outlined in this document before you can be placed on the list.

### Q. Will I be able to transition into the second semester of the Surgical Technology Program?

A. Maybe. Students completing the Central Service certificate *may* qualify to merge into the current Surgical Technology program *if there is space available* and all requirements are met for the Surgical Technology program. SUR 130 must be taken in the Fall in order to be eligible to merge with the current Surgical Technology class. If you wish to have the opportunity to do this, you must be careful to work with a Surgical Technology program advisor to make sure you register for the appropriate course work.

### Q. Can I be on more than one Health and Human Services program waiting list?

A. Yes. However, you are encouraged to choose one goal and place your emphasis toward meeting that goal. All Health and Human Services programs are very different and prepare students for specific careers. In addition, for every other program list, you must pay a NONREFUNDABLE/NONTRANSFERABLE list processing fee of \$50.

### Q. If I have at least a bachelor's degree, am I still required to take the COMPASS placement test or submit copies of my SATs or ACTs and my high school diploma /transcript as well as my college transcripts?

A. You need to meet with an admissions counselor to determine if test scores would be necessary. Documentation of high school/GED completion is required.

### Q. Can I be placed higher on the list if I have an advanced degree or a higher grade point average than some of the others on the list?

A. No. The waiting list is handled strictly on a first-qualified, first served basis.

### Q. Do I have to be enrolled in courses to remain on the Central Service waiting list?

A. No. Your name will not be removed from the waiting list unless you allow your program GPA to fall below a 2.00, or if you request to have your name removed from the waiting list.

### Q. When and how often do you start a new Central Service class at York Technical College, and how long does the program last?

A. The Central Service program begins once a year in the Fall semester, and lasts for one semester.

### Q. How are the Central Service classes scheduled?

A. The Central Service classes are scheduled from 9am-1pm, Monday through Thursday, (2pm-3pm Wednesday if you wish to merge into Surgical Technology, space available basis only). Clinicals for Central Service are 5 to 6:30 pm Monday and Thursday and 4 to 7 pm Tuesday and Thursday.

## **V. Frequently Asked Questions About the Central Service Program (continued)**

### **Q. What is the grading scale once I am in the Central Service program?**

A. The grading scale for the Surgical Technology (SUR) classes, both coursework and clinical, is as follows: 93-100, **A**; 85-92, **B**; 80-84, **C**; 75-79, **D**; Below 75, **F**. Central Service students must make a grade of “C” or better in each course and clinical experience.

### **Q. Can I work while I am enrolled in the Central Service program?**

A. Yes, but...The Central Service program is quite rigorous and demanding and includes many class hours, clinical rotations and outside assignments. Your probability of success can decrease significantly with the addition of outside work responsibilities. Once enrolled in the Central Service program, you should consider limiting your work schedule to allow for the demands of the program.

### **Q. What types of expenses can I expect once I am in the Central Service program?**

A. Please see the Estimated Central Service Expense sheet in the back of this document.

### **Q. What types of financial assistance are available to me?**

A. No Federal Financial Aid (Pell Grant, FSEOG, Federal Work-Study, Federal student loans) is available for this certificate. Lottery Tuition Assistance is available for this certificate. Students may apply for this at the Financial Services Department by completing a LTA Waiver form.

### **Q. How can I obtain more detailed information about the York Technical College Central Service program?**

A. Go to: <http://www.yorktech.com/department/surgtech/> and click on the Central Service button.

## **Estimated Central Service Program Expenses**

The detailed expenses outlined below are an **estimate** of those you can expect to pay while in the Surgical Technology program *in addition to*:

- Initial COMPASS placement test fee (if necessary) - \$10
- List access fee - \$50
- Tuition, Registration and technology fees paid per semester (Varies from year to year)

### **2009-2010 York Technical College Tuition Fees (Including Technology Fee)**

<u>Residence</u>	<u>\$ Per Credit Hour</u>	<u>\$ Full-Time (12 credit hrs or more)</u>
York County	\$138	\$1,656
In SC, Out-of-County	\$151	\$1,812
Out-of-State	\$312	\$3,744

ITEMS	FALL	SPRING	SUM-	TOTAL
Textbooks, syllabi, etc.	\$500	\$500	\$100	\$1,100
Uniforms (includes shoes, lab coat)		\$150-\$200		\$150-\$200
Insurance – Personal and Prof. Liability	\$15			\$15
Insurance – Health and Accident (can be purchased through York Tech if not covered under another policy)	\$944 (under 30)  \$1,307			\$944 (under 30)  \$1,307 (over 30)
Physical Exam (varies according to	\$125			\$125
Hepatitis B Vaccine (recommended)	\$240			\$240
2-step PPD Tuberculosis Test	\$30			\$30
Criminal Background Check	\$50			\$20
CPR Certification	\$50			\$50
ARC Program Assessment Exam			\$30	\$30
Membership in AST National Organiza-		\$45		\$45
Certification Exam Processing Fee -				\$190
Certification Exam Processing Fee –				\$244
Graduation Fee/Cap and Gown		\$35		\$35
Transportation (to campus, clinical sites, etc.)	Variable	Variable		Variable

**\*\*COSTS SUBJECT TO VARY EACH YEAR\*\***







