

CEI Central Processing Technology

Program Application

Please turn this packet in to the HCT office, Bldg. 6, Rm. 201

During the week of

April 25th – April 29th, 2022, by 5 p.m.



College of Eastern Idaho

CEI Central Processing Technology

Thank you for your interest in the CEI Central Processing Technology program. Please recognize the commitment that is essential for success in this demanding discipline. Prior to making application to the program, individuals should carefully consider the mental and physical demands of the program, and the pressures involved in undertaking the responsibilities of being a Central Processing Technology student.

CEI offers limited entry into the (CP) Central Processing Technology program based on the number of clinical positions available with our clinical sites. Successful completion of the program enables the student to sit for the national certification examination administered by the International Association of Healthcare Central Service Material Management (IAHCCSMM), the certifying agency granting the credentials of CRCST (Certified Registered Central Service Technician). www.iahccsmm.org

Professional Program Application Deadlines, Requirements, and Information

Begin the application process **as early as possible** so there will be ample time to complete the requirements. Contact the Central Processing Technology advisor to ask questions and get individual assistance. Meeting the minimum criteria for admission **does not** guarantee admission into the program.

- Packets can be submitted M-F of the last full week of April in the Health Professions Division office, Bldg. 6, Rm. 201.
- The prerequisite courses may be completed concurrently to the Central Supply Technology program coursework.
- Applications should be submitted in a large envelope with **applicant's name, program name, and date of submission** in the top right-hand corner.
- Candidates for admission are selected based on available clinical space and packet completion (including complete immunizations and background check).
- Initial program acceptance is conditional, based on final prerequisite spring grades.
- ***ALL IMMUNIZATIONS must be finished by the first day of fall semester and be current throughout the duration of the program.***
- **Carefully review and complete the checklist in the packet, including all dates, to ensure that all required elements have been completed for application to the program. Late or incomplete packets will not be considered for admission into the program.**

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Note: Late or incomplete packets will NOT be accepted for review. Documentation for all immunizations must be submitted with the application packet.

Student name:	Date of Packet Submission:
Student ID #:	

FOR OFFICE USE ONLY:	ELIGIBLE: YES NO	GPA:	Packet Review Date:
Comments:			

*****These sections to be completed by the applicant:***

Immunization or titer	Date(s) Given or Completed	Notes	Course name	Semester	Final Grade
MMR #1			COM 101 Fundamentals of Oral Communication		
MMR #2			HCT 101 Medical Terminology		
Hep B #1					
Hep B #2					
Hep B #3					
+Hep B titer					
Varicella #1					
Varicella #2					
Tdap-Tetanus					
Covid 19					
Background Check					

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Personal Information

Name _____ CEI Student ID # _____
 First Middle Last Former Name (if applicable)

Home Address _____ Home Phone _____
 Street City State Zip Code

Cell Phone _____

Permanent Address (*if different from above*) _____

In Case of Emergency:

Name _____ Phone _____

Street Address _____ City _____ State _____

Follow Up Information: It is important that we follow up our students after graduation to be sure they obtain appropriate employment. Please provide information about two people who will always know where to locate you.

Name	Mailing Address	Telephone

Please Read and Sign the Following

I hereby certify that the information above is true and complete to the best of my knowledge. I understand that any misinterpretation or falsification of information is cause for denial of admission or expulsion from the college. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from the Surgical Technology program. I understand that a felony conviction may prevent me from potential employment in health care.

Signature of Applicant

Date

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BACKGROUND CHECK

Criminal background checks are a requirement of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and are necessary to meet the clinical site requirements of the College of Eastern Idaho's (CEI) Health Professions programs. Individuals who have been charged and/or convicted of a felony or misdemeanor for battery, assault, substance abuse and theft will not be accepted in CEI's Health Professions programs.

- StudentCheck is the only approved company that meets all the above requirements.
- The background check report is good for one year and should be run no sooner than Jan 1st. It will take 5-10 business days to complete. The report will be sent by e-mail.

Instructions for the background check can be found on the CEI website. Click Programs of Study, then Health Professions, then Surgical Technology. The instruction link is on the lower right-hand side.

*** A complete copy of the report must be submitted with the application packet.**

IMMUNIZATION RECORDS

A copy of the applicant's IRIS record or vaccination records must be included in the application packet.

Contact the Eastern Idaho Public Health Department at 1250 Hollipark Drive, Idaho Falls, Idaho 83401; (208) 533-3235, or healthcare provider to obtain a copy of the necessary vaccination records.

Do not wait until the last minute to get the vaccinations done! Several of the vaccinations require a series of shots that are time dependent.

Incomplete vaccinations will result in disqualification from the program if accepted. Vaccination records are required at the time of packet submission.

Vaccinations must be completed by the first day of the fall semester.

Hep B immunity status needs to be up to date for all accepted applicants. A Hep B titer needs to be drawn as part of the vaccination requirements. Record of all titers/boosters must be included with the vaccination records when submitting the application packet.

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Things to think about.....

- **Work hours/Finances:** This is a hybrid course with live class scheduled every two weeks. Schedule work hours according to school hours, not vice versa.
- **Childcare:** Reliable childcare should be arranged for, as well as a back-up in case the primary caregiver cannot care for the child/children.
- **Family Support:** Having a good support system is important for success in this program. Discuss the commitment with family and friends ahead of time so they will be able to assist however needed.
- **Study time and/or time management:** Plan for 2+ hours of homework per night while in this program. Develop good study and organizational skills early and DO NOT procrastinate.
- **Transportation:** A reliable form of transportation will be needed to travel to clinical sites and classes during both fall and spring semesters.
- **Vaccinations:** A TB (tuberculosis) test, flu shot, and additional Hep B boosters/titers may be required upon acceptance to the Surgical Technology program. The Covid 19 vaccine is highly recommended, but not currently required, by CEI. It is required by some clinical sites that the accepted student may be assigned to for clinical rotations.
- The clinical portion of this program may be done at the student's convenience but must be completed prior to taking the certification exam. The Central Processing Technology advisor will assist in setting up the clinical rotation.
- Certification in Central Processing Technology will be recognized if the student applies to the Surgical Technology program. The application will be given preferential consideration (based on GPA and packet completion).