



Surgical Technology Application Guide

We are excited to assist you in applying for the CEI Surgical Technology Program! Follow the step by step guide to apply for the AAS Surgical Technology program.

This program admits new students once per year:

- **Surgical Technology (SRT) application deadline:**
 - 16 students admitted every spring for a fall start
 - Applications due **April 1st**
- Classes begin in the fall semester each year.

CEI Enrollment:

You must be a CEI student and have all prerequisite courses completed and transferred by the following dates to apply for the CEI Surgical Technology program:

- **March 1st**

It is recommended that you connect with your advisor after registering as a CEI student or if you are a current student and have questions regarding your progress.

Contact CEI Admissions at 208-524-3000 Ext. 4 for CEI enrollment assistance or program questions.

Complete Program Prerequisite Requirements:

All prerequisite courses must be complete or in progress at CEI at the time of application. **In-progress courses at outside institutions will require an approved petition before applying and courses must be completed by spring semester's end.**

Applicants must receive a C+ or in the following courses for **the SRT program**:

- English 101 – Writing & Rhetoric 1 (3 credits)
- COMM 101 – Fundamentals of Oral Communication (3 credits)
- Math 123 – Math in Modern Society (3 credits)
- PSYCH 101 **or** SOC 101 - Introduction to Psychology or Introduction to Sociology (3 credits)
- BIO 227 & Lab - Human Anatomy and Physiology 1 and lab (4 credits)
- BIO 228 & Lab - Human Anatomy and Physiology 2 and lab (4 credits)
- MICRO 111 & Lab - Introduction to Microbiology 111 and lab (4 credits)
- HCT 101 – Medical Terminology (2 credits)

General Petition Approval (Optional)

If applicable, complete petition(s) prior to applying to the Surgical Technology program. Upload a copy of your approved petition email in the grades/course section of the application.

Complete & Acquire Application Documentation:

The following documentation must be uploaded with your application. Failure to upload all required documentation will result in your application being incomplete and withdrawn.



Background Check

Upload copy of completed Pre-Check background check in supplemental section of application. Completed background checks must be **dated on or after** the following date:

- **January 1st** of application year

Background checks must be completed by Pre-Check. No other background checks accepted. Directions to complete the background check are located on the CEI Surgical Technology webpage. **It is strongly encouraged to start the background check no less than one month before application deadline.**

(Optional) Healthcare Employment Verification

The Healthcare Employment Verification form is located on the CEI Surgical Technology webpage. Form must be completed by HR or manager at employment facility. Only work verification submitted on the correct form will be accepted.

(Optional) Copies of Current Healthcare Certifications

Healthcare certification in other professions is not required. They will count toward bonus points in the selection process. Upload a copy of your current certification(s) in the supplemental section of the application. Expired or lapsed certifications will not be awarded points. Examples of healthcare certifications include: CNA, Medical Assisting, EMT etc.

Two Professional References

Request electronic recommendation letters through application system from two different sources. We encourage you to double check that the recommendation letters are returned and show as received in your application. You will be responsible to follow-up on any requests.

Complete & Submit Surgical Technology Application

The application is located on the Surgical Technology webpage. Applications are submitted electronically. Upload all required documentation and additionally optional documents. Incomplete applications will be withdrawn. We do not meet one on one with applicants to review applications.

The application is available all year for submission. Make sure to select the fall semester and year you would like to **START** the program on your application. Applications and all required documentation must be received by the above outlined deadline to start in the corresponding fall semester. Review of your application does not guarantee a spot in the program. Applicants must reapply each period if not accepted into program.

Please reach out to Rebecca.Killion@cei.edu if you are having issues with your application or login.



Post Acceptance Paperwork

Once you receive notice that you are accepted into the professional portion of the Surgical Technology Program, the following documentation will be **due on July 1st**:

Immunization Record

Obtain a copy of IRIS report showing all required immunizations and/or titers, HEP B titer and current flu vaccine. You will want to begin the immunization process as soon as possible. The required immunizations may take up to eight months to complete.

- **Hep B Immunizations:** Completed 2 shot series or 3 shot series
- **Hep B Titer:** Positive/Reactive titer (**Required** in addition to Hep B immunization series.)
- **MMR Immunizations:** Completed 2 shot series **OR** positive/reactive titers for measles, mumps and rubella
- **Varicella Immunizations:** Completed 2 shot series **OR** positive/reactive titers
- **Tdap Immunization:** This immunization is good for 10 years from date received.
- **COVID-19:** We follow current CDC guidelines on immunization requirements. For questions on a possible COVID waiver, contact Christine.Gardner@cei.edu.
- **Flu:** Current season. New flu shots are due October 1st of each year.

You may need to provide the records that you currently have to Eastern Idaho Public Health Department. If you are not obtaining immunizations at EIPH, you will be charged a **\$10.00 fee** to complete your IRIS. East Idaho Public Health is located at: 1250 Hollipark Drive, Idaho Falls, Idaho 83401.

BLS CPR Certification:

A current "Official" American Heart Association **OR** American Red Cross BLS for Healthcare Providers card is required. Your BLS CPR certification must be from one of the two companies listed above. No other organizations are accepted. You are required to maintain current CPR certification throughout the entire program.

TB Skin Test:

TB test results. Must be one of the following:

- 2 - PPD skin tests (**Second PPD must be within 1-3 weeks of 1st results.**) You will need both results.
- QuantiFERON-TB Fold Plus Test results
- Chest x-ray (**ONLY for previous positive TB results.**)
- Test results must be **AFTER** June 1st of acceptance year

Physical Form:

Completed physical form signed by physician. Form is located on the CEI Surgical Technology webpage. Physical forms are valid for one year.



Proof of Health Insurance:

Proof of health insurance coverage is required. You must remain insured while in the professional portion of the Surgical Technology program. If your insurance coverage changes, you are required to update your information ASAP.