

# Treasure Valley Community College Surgical Technologist Program

## “How to Apply”

This “How to document” is divided into three parts,

Part 1: Prior to admission

Part 2: Steps to apply

Part 3: After submission of application

### Part 1

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Prior to applying to Treasure Valley Community College’s Surgical Technologist Program, review that the minimum criteria have been met.

**The application cycle is open February 1 – 5:00pm, April 15.**

1. All prerequisite courses MUST be successfully completed before starting the program in the Fall, while maintaining the minimum 2.0 GPA requirement. See Advising Worksheet: [Microsoft Word - Surgical Technology AAS Draft Advising Sheet](#)
2. A minimum, cumulative GPA of 2.0 in the surgical tech prerequisite courses.
3. Earn a letter grade “C” (2.0 GPA) or above in any single prerequisite course. Grades lower than a C will not be accepted and must be re-taken to earn a higher grade.
  - a. Any transcript with a grade of “S” will receive an equivalent grade point value of 2.0 or a “C” grade.
4. Science courses have a 5-year limit and will expire, please contact [nursing@tvcc.cc](mailto:nursing@tvcc.cc) with exemption requests.
5. All Anatomy & Physiology and Microbiology courses must include an in-person lab.

*\*Failure to meet the minimum requirements or complete the prerequisites in the timeframe will void the application.*

### Part 2

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#### Step 1: [Apply to TVCC](#)

New students and students who have not attended TVCC for 12 months or more will be required to complete a new application for admission.

**Step 2:** Print and complete the Employment Verification and Volunteer Verification documents (if applicable).

Employment Verification Form: [https://resources.tvcc.cc/file\\_manager/download.cfm?file=8584](https://resources.tvcc.cc/file_manager/download.cfm?file=8584)

Volunteer Verification Form: [https://resources.tvcc.cc/file\\_manager/download.cfm?file=8611](https://resources.tvcc.cc/file_manager/download.cfm?file=8611)

**Step 3:** Have the verification documents ready to upload, acceptable formats are PDF or PNG.

*Reminder: all documents, including images, must be legible and clear. If an image is blurry or difficult to read, it will not be accepted.*

- Proof of Residency
  - Acceptable documents are Driver’s License, Utility Receipts, Financial Statements, or Mail from State or Federal Institutions
- Proof of Veteran Status
  - DD214, NGB22, or Certificate of Honorable Discharge
- Unofficial college transcripts from all institutions where prerequisite courses have been taken (including TVCC).
  - The application form will ask for institutional information and transcripts from each institution where credits were earned, up to five institutions.

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- Completed and signed Employment Verification Form (found in Step 2)
- Copy of current healthcare certificate or license with original date of issue and expiration date.
  - A copy of the certification card or printed verification from the state board website are acceptable.
  - Certificates of completion, diplomas, or transcripts from health care training programs are NOT acceptable forms of documentation.
- Completed and signed Volunteer Verification Form (found in Step 2)

#### **Step 4:** Complete the online fillable application. [Surgical Technologist](#)

- By typing legal name in the space provided on the application, candidates indicate that they have read, understand, and agree to the terms set forth in the “Proof of Health Status, Immunizations, and Compliance”.

#### **Step 5:** Finalize the application by paying the non-refundable \$50 fee

- Log into my.tvcc.cc
- Select “Students” in the top menu
- Select “My Finances”
- Select “My Account Balances”
- “Make a Payment”
- Overview
  - Available Items
    - Surgical Tech Application Fee
- Checkout

### **Part 3**

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#### **After Submission of application:**

- Acceptance letters are emailed to TVCC email address on file and mailed via USPS to the home address on file by the end of the 1<sup>st</sup> week in May.
- Alternate list letters are emailed to TVCC email address on file and mailed via USPS to the home address on file by the end of the 1<sup>st</sup> week in May.
- Applicants on the alternate list will be notified via TVCC email if an opening becomes available. The email will include the date and time required for a response. This process continues until all open seats are filled or TVCC Fall Quarter begins.
- Applicants are limited to 1 application per year, but there is no limit to the number of years to apply for acceptance into the TVCC Surgical Technologist Program.