

Surgical Technology

2024 Admissions Requirements

The items listed below must be submitted for the admission process to be complete. All information must be completed and submitted to the TCAT-Hohenwald Front Office by

November 6th, 2023 before 3:30 p.m.

Send email submissions in PDF format to admissions@tcathohenwald.edu

Send mail-in submissions or deliver in person to:

TCAT-Hohenwald
ATTN: Admissions
813 West Main Street
Hohenwald, TN 38462

- ❑ **Online application for Surgical Technology program**
 - <https://tcathohenwald.edu/future-students/admissions>
 - Term: Spring 2024
 - Questions: (931) 796-5351
- ❑ **Copy of Official High School Transcript or Official GED/HiSET Scores**
- ❑ **Copy of Immunization Record**
 - (2) MMR (Measles, Mumps, Rubella) vaccines OR titer proving immunity to all three.
 - (2) Varicella vaccines OR titer proving immunity.
 - **Proof of Vaccination OR Immunity REQUIRED FOR ALL.**
- ❑ **HESI Exam Scores**
 - See page 7 for the schedule.
 - Schedule Exam: (931) 796-5351
- ❑ **Surgical Technology Student Contact Form (included in this packet)**
- ❑ **Three References (forms included in this packet)**
 - Employment references preferred.
 - Personal reference forms included (use only if you have not worked for three employers).
 - All references should be in an envelope sealed by the reference provider.

Haylee Hall, *Coordinator of Medical Programs*
haylee.hall@tcathohenwald.edu

Alison Perry, *Surgical Technology Program Director & Instructor*
alison.perry@tcathohenwald.edu



Surgical Technology

2023-2024 TIMELINE

Complete your online application and HESI Exam ASAP.
Questions: (931) 796-5351

September 15th, 2023

Information Sessions
9:00 a.m. & 1:00 p.m.
Surgical Technology Classroom #468
Expansion Building, East Campus
TCAT-Hohenwald

November 6th, 2023

All Information & HESI Exam Results MUST be submitted to the Front Office by 3:30 p.m.

Week of November 13th, 2023

Email notification of acceptance sent and Acceptance Letters mailed with Physical Requirement Forms and additional documentation as needed.

FAFSA (financial aid) must be filed online using appropriate tax information and completely processed before enrollment for 2023-2024.

Questions: (931) 796-5351

December 4th, 2023

***** Deadline to confirm your online application and reserve your placement in the 2024 Surgical Technology Class. *****

December 9th, 2023

Acceptance Letter Physical Requirement Forms and Additional Documentation DUE - NO EXCEPTIONS
TCAT Orientation Date(s) will be posted.
Attendance is mandatory.

January 3rd, 2024

First Day of Class (Classroom #468)
Begins at 7:45 a.m.
Ends at 2:25 p.m.

Approximate Program Cost Sheet for 2024

These items are the student's responsibility

Pre-Enrollment

| | |
|--|------------------|
| HESI Exam..... | (approx.) 47.00 |
| Physical Examination, Drug Screen and Laboratory Tests | (approx.) 250.00 |
| Clinical Criminal Background Checks via TrueScreen | (approx.) 35.00 |

****DUE PRIOR TO ENROLLMENT****

****These are Estimated Prices and are subject to change without prior notification****

First Trimester Expenses

| | |
|--|-----------------------|
| Tuition | 1336.00 |
| Textbooks (approx.) | 1000.00 |
| Student Liability Insurance (approx.) | 15.00 |
| Assoc. of Surgical Technology Membership (approx.) | 50.00 |
| Surgical Technologist Attire (approx.) | 300.00 |
| C.P.R. Certification (approx.) | 50.00 |
| Subtotal | <u>2751.00</u> |

Second Trimester Expenses

| | |
|------------------------|-----------------------|
| Tuition | 1336.00 |
| CST Practice Exam..... | 50.00 |
| Subtotal | <u>1386.00</u> |

Third Trimester Expenses

| | |
|---|-----------------------|
| Tuition | 1336.00 |
| Graduation Pin (approx.)..... | 60.00 |
| Graduation Cap and Gown (approx.)..... | 20.00 |
| NBSTSA Certification Exam Fee (approx.) | 200.00 |
| Subtotal | <u>1601.00</u> |

Total Estimated Cost \$5,738.00

****These are Estimated Prices and are subject to change without prior notification****

Physical Exam, Drug Screen, Lab Tests, Vaccinations, Background Check, SGT Attire, CPR, Graduation Pin, Graduation Attire, and the NBSTSA Certification Exam cannot be charged to Financial Aid.

If you are "self-pay" separate checks required for tuition and books.

Tuition is due on the **first class day** of each Trimester.

If you do not receive financial aid, you must be prepared to pay for any expenses out of pocket.

Questions: (931) 796-5351



Date: _____

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY HOHENWALD
SURGICAL TECHNOLOGY
STUDENT CONTACT FORM**

Tennessee College of Applied Technology Hohenwald provides an equal opportunity for all persons without regard to their race, gender, color, religion, age, national origin, or disability in all matters of admission, educational programs, employment, and student activities.

Please **print** your responses to all items in **BLUE** or **BLACK** ink and sign the application.

Name _____
Last First Middle Maiden

Social Security Number ____ - ____ - ____ Phone (Home) _____ Work _____

Email Address _____ TCAT S# _____
(Must Apply Online to Receive Your TCAT S#)

Address _____

City _____ County _____ State _____ Zip _____

Date of Birth _____ Age _____ Place of Birth _____

Education:

Last High School Attended _____

Grade Completed _____ Year Completed _____

Graduated (Circle) (Y) (N) (N/A)

GED Completed (Circle) (Y) (N) (N/A) Date _____ Score _____

College Attended _____ City _____ State _____

Dates _____ Major _____ Credits _____

College Attended _____ City _____ State _____

Dates _____ Major _____ Credits _____

Technical or Other School Attended _____

City _____ State _____ Dates _____

Major _____

Employment:

List all present and past employment, beginning with the most recent:

| Dates | Employer | Phone # | Supervisor | Your Job Title | Reason for Leaving |
|-------|----------|---------|------------|----------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Have you ever been discharged from a job?

If yes, explain. _____

Have you ever been convicted of any crime other than a minor traffic violation? _____ If yes, state date and court.

Health:

What is your health status?

Do you have physical limitations?

Date of last physical exam _____ Physician _____

How much time lost from work during the past year?

Statements of Understanding and Agreement:

I understand that withholding information requested on this application or giving false information may make me ineligible of admission to or continued enrollment at Tennessee College of Applied Technology - Hohenwald. With this in mind, I certify that all statements on this application are correct and complete. Further, if I am admitted to TCAT-H Patient Care Technology/Medical Assisting Program, I agree to abide by the rules and regulations of this institution.

Date _____ Signature _____

Space made available for possible changes in name, address, etc...

| |
|--|
| |
| |
| |

Applying for Financial Aid:

www.FAFSA.ED.GOV

Tennessee College of Applied Technology Hohenwald
SCHOOL CODE: **014126**

The Free Application for Federal Student Aid determines if the applicant is eligible for federal (PELL, SEOG) and state funds (WN Lottery, TSAA).

When electronically filing, you should receive a confirmation number when application processes. TCAT Hohenwald may be contacted 3-5 days from confirmation date.

You must have a high school diploma, Hi-Set, or GED in order to qualify for Financial Aid. If you are under the age of 24, single, or do not have children, then you are considered a dependent of your parents and must report their tax information. (If you filed taxes, you must also report your tax information.)

***Please make sure that you have filed your financial aid and that it is **complete** before your desired enrollment date.

**Call TCAT-Hohenwald Front Office with questions:
(931) 796-5351**

2023 HESI Prep Class and Test Dates

| | |
|--------------|-----------------|
| July 13 | HESI Test |
| August 10 | HESI Test |
| September 12 | HESI Prep Class |
| September 14 | HESI Test |
| September 15 | HESI Test |
| October 19 | HESI Test |
| November 16 | HESI Test |

- * 8:00am sessions must be filled **prior** to opening the 12:30pm session.
- * Each HESI test is \$47 (**non-refundable**). Must sign up **before** the test date.
- * Each HESI Prep Class is an 8-hour class at \$15 (**non-refundable**).
- * Minimum HESI exam scores for entrance to the Surgical Technology Program are **70** on Reading Comprehension and **70** on Math.
- * On test day, you must provide a state issued photo ID with signature (i.e. – TN Driver’s License).

**To reserve a seat in prep class or schedule a HESI test:
Call (931) 796-5351**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - HOHENWALD
EMPLOYMENT REFERENCE

TO WHOM IT MAY CONCERN:

I, the undersigned, request that the information requested on the Reference Form be released to the Tennessee College of Applied Technology – Hohenwald Surgical Technology Program. I understand and agree that this information will be treated as confidential by the instructors and will not be available to anyone other than authorized personnel employed by this school or appointed to serve on the Surgical Technology Program Advisory Committee.

***APPLICANT'S SIGNATURE** _____

First

Middle

Last

(Name of applicant) _____ has applied for entrance into the Surgical Technology class conducted by TCAT-Hohenwald. Please fill out this form as soon as possible. The applicant will make arrangements with you to obtain the reference form after completion and placement into a sealed envelope.

Please do not mail the reference directly to the school.

EMPLOYMENT REFERENCE

Employer Name _____ **Phone #** _____

Employer Address _____

Position held by applicant _____

Primary Duties _____

Period of Employment: From _____ **To** _____

Did applicant need more than normal supervision? _____

How many absentees during employment? _____

Reason for leaving _____

Would you re-employ? _____ **If not, why?** _____

Please rate the following:

| | Excellent | Good | Average | Fair | Poor |
|---------------------------------------|-----------|-------|---------|-------|-------|
| Attitude | _____ | _____ | _____ | _____ | _____ |
| Quality of work | _____ | _____ | _____ | _____ | _____ |
| Ability to follow instructions | _____ | _____ | _____ | _____ | _____ |
| Acceptance of Supervision | _____ | _____ | _____ | _____ | _____ |
| Initiative | _____ | _____ | _____ | _____ | _____ |
| Ability to work with others | _____ | _____ | _____ | _____ | _____ |
| Attendance | _____ | _____ | _____ | _____ | _____ |
| Character | _____ | _____ | _____ | _____ | _____ |

Additional Remarks:

Name (please print) _____ **Signature** _____

Date _____ **Title** _____

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - HOHENWALD
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Primary Duties _____

Period of Employment: From _____ **To** _____

Did applicant need more than normal supervision? _____

How many absentees during employment? _____

Reason for leaving _____

Would you re-employ? _____ **If not, why?** _____

Please rate the following:

| | Excellent | Good | Average | Fair | Poor |
|--------------------------------|-----------|-------|---------|-------|-------|
| Attitude | _____ | _____ | _____ | _____ | _____ |
| Quality of work | _____ | _____ | _____ | _____ | _____ |
| Ability to follow instructions | _____ | _____ | _____ | _____ | _____ |
| Acceptance of Supervision | _____ | _____ | _____ | _____ | _____ |
| Initiative | _____ | _____ | _____ | _____ | _____ |
| Ability to work with others | _____ | _____ | _____ | _____ | _____ |
| Attendance | _____ | _____ | _____ | _____ | _____ |
| Character | _____ | _____ | _____ | _____ | _____ |

Additional Remarks:

Name (please print) _____ **Signature** _____

Date _____ **Title** _____

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - HOHENWALD
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Primary Duties _____

Period of Employment: From _____ **To** _____

Did applicant need more than normal supervision? _____

How many absentees during employment? _____

Reason for leaving _____

Would you re-employ? _____ **If not, why?** _____

Please rate the following:

| | Excellent | Good | Average | Fair | Poor |
|---------------------------------------|-----------|-------|---------|-------|-------|
| Attitude | _____ | _____ | _____ | _____ | _____ |
| Quality of work | _____ | _____ | _____ | _____ | _____ |
| Ability to follow instructions | _____ | _____ | _____ | _____ | _____ |
| Acceptance of Supervision | _____ | _____ | _____ | _____ | _____ |
| Initiative | _____ | _____ | _____ | _____ | _____ |
| Ability to work with others | _____ | _____ | _____ | _____ | _____ |
| Attendance | _____ | _____ | _____ | _____ | _____ |
| Character | _____ | _____ | _____ | _____ | _____ |

Additional Remarks:

Name (please print) _____ **Signature** _____

Date _____ **Title** _____

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - HOHENWALD
PERSONAL REFERENCE

TO WHOM IT MAY CONCERN:

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***Applicant's Signature** _____
First Middle Last

_____ has applied for entrance in the Surgical Technology class conducted by the Tennessee College of Applied Technology - Hohenwald. Please fill out this form as soon as possible. The applicant will make arrangements with you to obtain the reference.

Please do not mail the reference directly to the school.

PERSONAL REFERENCE

How long and how well have you known the applicant?

To your knowledge does the applicant have any existing problems that would interfere with academic studies? Why?

Do you believe this applicant to be morally and physically capable of caring for the ill? Why?

Do you know of any reason the applicant could not be put in a position of trust?

Other comments:

Name (please print) _____ **Phone No.** _____

Signed: _____ **Date** _____

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - HOHENWALD
PERSONAL REFERENCE

TO WHOM IT MAY CONCERN:

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***Applicant's Signature** _____
 First **Middle** **Last**

_____ has applied for entrance in the Surgical Technology class conducted by the Tennessee College of Applied Technology - Hohenwald. Please fill out this form as soon as possible. The applicant will make arrangements with you to obtain the reference.

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Do you know of any reason the applicant could not be put in a position of trust?

Other comments:

Name (please print) _____ **Phone No.** _____

Signed: _____ **Date** _____

FAQ SHEET

1. What do I need to do if I do not have (2) MMR doses?

You must get the doses (required 30 days between each dose) or get a lab titer.

2. I didn't have (2) MMR doses and got the lab titers, but I'm not immune. What do I need to do?

You must get the shots. Once you receive the shots, you must turn in records.

3. I had chickenpox as a child, but never went to the doctor for records. What do I need to do?

You must get a lab titer done to show immunity.

4. I was a child when I received these vaccinations. I do not remember where my records are. What do I need to do?

Contact your state's health department.

Some states have registries that include vaccines.

5. I took the HESI exam and didn't make a passing grade. Does this mean I won't get into the class?

You may schedule another HESI exam. Call (931) 796-5351

The highest scores will be chosen for the class.

6. I scheduled to take the HESI exam but couldn't make it to take the test. Will I need to pay again?

Call (931) 796-5351

7. When will I receive my HESI scores?

On testing day, after testing you should report to the front office to receive your scores.

8. How long does it take to complete the HESI exam?

You are allotted 2 ½ hours to complete the exam. You can finish early.

9. Can I bring a calculator and notes for the HESI exam?

No, we will provide a calculator and scratch paper if needed.

10. I do not qualify for any financial aid.

Does TCAT Hohenwald offer student loans?

No, unfortunately we do not offer student loans.

However, there are many educational scholarships/grant opportunities available for students to pursue.

11. How will I know if I am accepted into the program?

You will be sent an email and a letter of acceptance to the email and mailing address you provided in your application and contact form.

12. If I do not get accepted into the program, when will the next class be?

The Surgical Technology program currently has an annual start date each January, with enrollment to be completed the year prior.

**Additional Questions:
(931) 796-5351**