

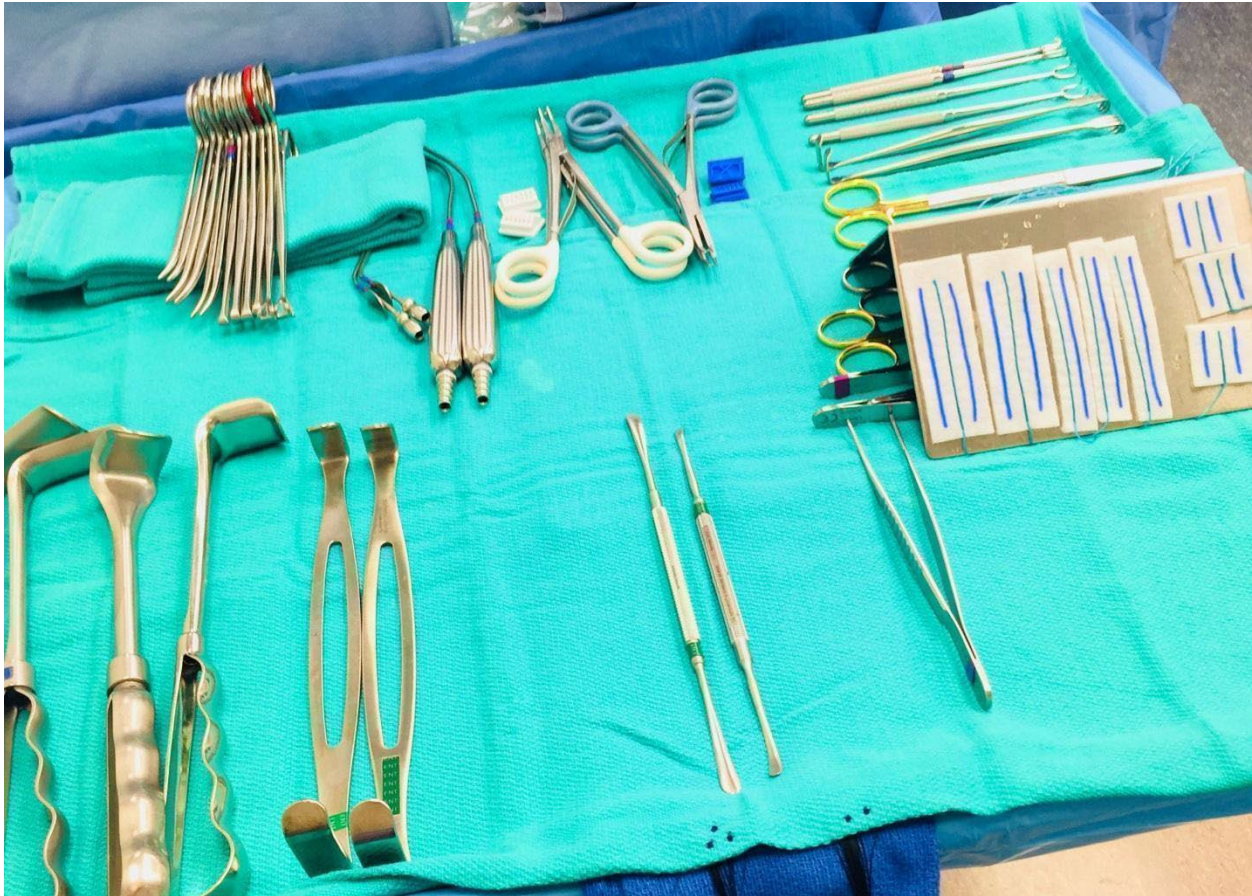


Silicon Valley Surgi-Tech Institute dba SVSTI

Academic Catalog

January 01, 2025 - January 01/2028

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Welcome to Silicon Valley Surgi-Tech Institute (SVSTI)! We are delighted that you have chosen our facilities and programs as you begin your journey into the fascinating field of medicine. Our certified educators specialize in helping students master skills including communication, critical thinking, respect, taking accountability, and personal responsibility. We are committed to providing skills training and core competencies that are essential for personal and professional growth in the medical field. Here at SVSTI, each student is given every opportunity to reach their highest potential. We strive for quality in every endeavor, as illustrated by our commitment to the success of our students, faculty, staff, and the greater healthcare community. We are excited that you have chosen to join our professional family!

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.



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Mission Statement

Silicon Valley Surgi-Tech Institute (SVSTI) is committed to the success of our students by providing the curriculum, skills, and education to pursue their goals of becoming active, sought-after participants in the medical community. We are dedicated to helping students master communication skills, critical thinking, respect, accountability, and personal responsibility. We support our students, educators, and our community by providing a safe environment, qualified graduates, and a financially viable program in the evolving field of medicine.

Objectives

Surgical Technology - Upon completion of this course, the student will be able to successfully enter the field as an entry level Surgical Technologist.

Sterile Processing - Upon completion of this course, the student will be able to successfully enter the field as an entry level Sterile Processing Technician.

Statement of History and Ownership

Silicon Valley Surgi-Tech Institute (SVSTI) was founded by Julie Hamrick in 2018. Ms. Hamrick has over two decades of Surgical Technology and Sterile Processing experience. She has been in education since 2015. She is very passionate about her students and their success.

Officers

Julie Hamrick, Founder, CEO, COO, CFO, Chief Academic Director, Program Director, and Clinical Coordinator.

Location

SVSTI

1300 Fulton Pl.,
Fremont, CA 94539
(408) 883-9171

Web Address: www.svsti.com

Hours

Monday, Tuesday, Wednesday, and Thursday 9:30 AM - 5:00 PM

Saturday 10:00 AM - 4:30 PM

Facility Tours and Admissions Advising are available by appointment only to ensure that each student has sufficient time with their advisor.

Education Delivery

SVSTI is a private institution offering Surgical Technology and Sterile Processing programs. Classes are held on campus at 1300 Fulton Pl., Fremont, CA 94539. SVSTI has been approved to operate by BPPE for an accredited operational license for Sterile Processing and Surgical Technology. The approval to operate indicates that the institution meets minimum state standards as set forth in this chapter.

SVSTI has an approved **Sterile Processing Program** through The Certification Board for Sterile Processing and Distribution (<https://www.cbspd.net>).

Institutional and Programmatic Accreditation:

Silicon Valley Surgi-Tech Institute was granted Institutional Accreditation by the Accrediting Bureau of Health Education Schools, "ABHES" on February 16, 2023. <https://www.abhes.org>.

SVSTI's Surgical Technology Program has Programmatic Accreditation, also accredited by ABHES.

Contact Information:

Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd., Suite 730, North Bethesda, MD 20852

Phone number: (301) 291-7550

info@abhes.org

SVSTI Surgical Technology and Sterile Processing programs have been approved by BPPE.

Contact Information:

Bureau for Private Postsecondary Education (BPPE)

1747 N. Market Blvd., Ste 225, Sacramento, CA 95834

P.O. Box 980918, West Sacramento, CA 95798-0818

Phone Number(s): (888) 370-7589 or (916) 574-8900

Fax: (916) 263-1897

<https://www.bppe.ca.gov/>.

The Office of Student Assistance and Relief (OSCAR) pursuant to CEC § 94909 (a)(3)(D).

www.https://oscar.bppe.ca.gov/

Phone: (888) 370-7589, Option #5

Method of Delivery

SVSTI offers blended programs for Sterile Processing and Surgical Technology, utilizing Canvas LMS and Cengage MindTap for Distance Education assignments in conjunction with face-to-face synchronous instruction on campus. Campus-based instruction utilizes hands-on learning for Core Competencies, including applications, laboratories, and externships. Online courses require a commitment to substantial independent study along with access and participation in the platform.

The online learning platforms (Canvas and Cengage) are accessible 24 hours per day, seven days per week. The course syllabi, instructional materials, assignments, participation posts, resources and instructor/student communications will be distributed through the Canvas LMS platform.

Surgical Technology students receive access to Cengage upon completion of General Education courses, or upon enrollment if transferring credits from outside courses to fulfill General Education requirements. Students must have access to a computer with internet service to attend our blended programs.

SVSTI standards of student achievement include the following:

SVSTI's Surgical Technology Program's expectations are to prepare competent entry-level surgical technologists in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

SVSTI's Sterile Processing Program expectations are to prepare competent Sterile Processing Technicians in a variety of settings, including hospitals, outpatient surgical facilities, and other appropriate sites.

Credit Hours

SVSTI delivers courses in a term or semester format. Credit hours listed in this catalog reflect semester hours. Semester hours are defined as follows: One semester credit hour equates to 15 clock hours of lecture, 30 clock hours of laboratory, and 45 clock hours of externship/clinical/practicum.

Courses include a combination of Lecture, Lab and/or Clinical Hours. The formula for calculating semester credit hours is as follows:

SEMESTER CREDIT HOURS
Lecture Hours ÷ 15
Laboratory Hours ÷ 30
Externship/Clinical/Practicum Hours ÷ 45
= Total Semester Credit Hours

Institutional Student Learning Outcomes

SVSTI's Institutional Student Learning Outcomes (ISLOs) illustrate the entire institution's commitment to ensuring that all graduates demonstrate proficiency in the following:

- 1-Critical thinking
- 2-Collaboration
- 3-Communication
- 4-Professionalism

Surgical Technology Programmatic Student Learning Outcomes

SVSTI's Surgical Technology Programmatic Student Learning Outcomes (PSLOs) are listed below:

Upon completion of this program students will be able to:

- 1-Identify the basic principles of aseptic technique.
- 2-Demonstrate the skills and knowledge required to be a competent Surgical Technologist in a variety of settings, including hospitals, outpatient surgical facilities and other appropriate medical sites.
- 3-Demonstrate critical thinking, information management, professional and personal development, communication skills, respect, and responsibility.

Student Learning Outcomes and Objectives

SVSTI's Surgical Technology content is developed in alignment with specific Student Learning Outcomes (SLOs).

Upon completion of this program, students will be able to:

- Identify the basic principles of aseptic technique (ST111).
- Identify instrumentation/equipment/supplies needed for surgery (ST222).
- Demonstrate entry-level knowledge of basic instruments, surgical equipment, and basic surgical procedures and aseptic technique (ST1/ST111) (Psychomotor).
- Perform fundamental concepts of intermediate procedures, patient positioning, and surgical draping (ST2/ST222) (Psychomotor).
- Perform advanced applications of surgical procedures (ST333) (Psychomotor).
- Demonstrate responsibility, self-discipline, and surgical conscience (ST111 and ST222) (Affective).
- Demonstrate effective communication skills with appropriate surgical staff including surgeon, anesthesiologist or circulator (ST111, ST222, ST333) (Affective).
- Apply basic understanding of Anatomy and Physiology, Microbiology, Human Behavior, Pharmacology and appropriate Medical Terminology (Cognitive) (ST1, ST2, ST3).

The Surgical Technology Lab is the hands-on application of the concepts and theory studied in Cengage and Canvas. Students learn and apply the basic principles of aseptic technique, basic surgical sanitation, disinfection, and sterilization. Focus is on surgical instrumentation preparation and sterilization, proper technique for surgical hand scrub, gowning, gloving, and sterile field set-up and maintenance as well as identification of instrumentation by function and use, draping, equipment names and use, safety precautions, and introduction to surgical procedures. Students will demonstrate proficiency in intermediate surgical skills to include surgical case management, identifying and correcting sterility breaks, setting up in an appropriate time, and completing cases in a logical sequence. Studying intermediate surgical procedures, students demonstrate application of fundamental concepts of Surgical Technology, preparation of the patient in surgery, pre-op and post-op duties, patient positioning, intermediate instrumentation, suture use and identification, drain use and identification.

Sterile Processing Programmatic Student Learning Outcomes

SVSTI's Sterile Processing Programmatic Student Learning Outcomes (PSLOs) are listed below:

1. Demonstrate the skills and knowledge required to be a competent Sterile Processing Technician in a variety of settings, including hospitals, outpatient surgical facilities, and other appropriate sites.
2. Demonstrate critical thinking, information management, personal and professional development, communication skills, respect, and responsibility.

Student Learning Outcomes and Objectives

SVSTI's Sterile Processing content is developed in alignment with specific Student Learning Outcomes (SLOs).

1. Apply basic principles of sterile processing and infection prevention.

The online learning platform is accessible 24 hours per day, seven days per week. The course, syllabus, instructional materials, assignments, participation posts, resources and instructor/student communications will be through the Canvas LMS platform. The Student Success Library is available during regular business

hours. The virtual library and other web-based resources will provide students with a comprehensive learning experience that enables them to master the course content outlined on the syllabus. Students are required to have sufficient technology and internet skills and access to complete online coursework successfully.

SVSTI's student library houses a variety of books and other resources such as flash cards, diagram posters, and workbooks. The classroom/library has 18 student computers along with an iPad for students to use during regular business hours or by appointment. A printing station is also available for student use. Students may borrow many of these resources to use at home to study and complete assignments, including instrument books, flashcards, manuals, and much more. Students must complete a book loan request form when borrowing a book. Students are expected to return any items borrowed to campus in a timely fashion. We also post tutoring hours and/or contact information in the classroom. Additional tutoring and support are available upon request to accommodate students' need for additional time and skills practice. SVSTI's educational programs in Surgical Technology and Sterile Processing are blended programs that offer students and instructors 24-hour access to the LMS platform for student learning. Students have access to the LMS Platforms (Canvas, Cengage/MindTap) [Cengage MindTap - The leading digital learning tool – Cengage](#) until the completion of the program and/or certification test. In addition to the curriculum recommended by the CBSPD ([CBSPD](#)), ARC/STSA ([ARC/STSA](#)), ABHES (<https://www.abhes.org/>) via materials such as a coursebook, workbook, and study guide, there are many other resources available to students on the LMS platform.

SVSTI assists students in resume building, mock interviews, and will allow students and graduates to use the student success computers as needed to craft a polished, professional resume.

SVSTI offers the Academic Catalog on our website at [SVSTI](#) in English. Google Translate is available upon request to ensure that all procedures and policies are understood in the event where English is not the reader's primary language.

Distance Learning Policy

SVSTI offers blended programs and requires students to attend on-campus instruction along with instructional hours offsite through an online learning platform. Each student must have access to a computer with internet service to attend our blended program(s). Surgical Technology and Sterile Processing students will be granted access to the LMS platform(s) a minimum of one week prior to the program start date. Selected distance education assignments through Canvas (Sterile Processing and Surgical Technology) and Cengage (Surgical Technology only) will be graded automatically. This provides students with immediate feedback on their progress. All tests, evaluations, and assignments not automatically graded will be graded and posted within 72 hours of submission.

Grading Scale

Grade	Percentage	GPA
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	Below 70	0

Standard of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards ensure that our students are successfully completing their coursework and can continue to progress through their chosen program. If you fail to meet the SAP standards, you will be placed on academic warning and/or academic probation.

All students must demonstrate satisfactory academic progress toward completing their chosen program of study by meeting Silicon Valley Surgi-Tech Institute’s established standards. Satisfactory academic progress is a measure of a student’s qualitative and quantitative progress as defined below. Evaluation takes place at the end of each grading/payment period. A grading/payment period may be between 6 and 16 weeks in length as pertaining to their academic program. If a student falls below the qualitative and/or quantitative requirements at any review point during their enrollment, the steps defined below must be followed in order to meet the requirements for graduation. The qualitative and quantitative standards must be cumulative and include all periods of the student’s enrollment.

Qualitative Evaluation: Students are expected to maintain a minimum 2.0 cumulative grade point average (CGPA) throughout their program of study.

Quantitative Evaluation: Students are expected to complete their program on time, or in extenuating circumstances, in 150 percent of the timeframe established for completion. Therefore, at each evaluation period the student is expected to complete an appropriate percentage of all credit hours attempted. Quantitative requirements are based on the combined credits attempted in the program at the time of the review.

End of the First Payment Period: all students are required to successfully complete a minimum of 50 percent of all credits attempted in the first payment period.

End of all Subsequent Payment Periods: all students are required to successfully complete a minimum of 66.7 percent of all credits attempted at the end of each subsequent payment period.

Satisfactory Academic Progress Requirements		
Checkpoint	Qualitative	Quantitative
End of first payment period/Term	2.0 Cumulative GPA	Earned a minimum of 50% of all credits attempted.
End of all subsequent Term/payment periods	2.0 Cumulative GPA	Earned a minimum of 66.7% of all credits attempted.

Step 1 - Academic Warning Status: The first time a student fails to meet the qualitative and/or quantitative requirement at the end of a payment period, the student will be put in “Academic Warning” status until the next evaluation point. If at the next review point the student meets all requirements, the student will be returned to an “active” status. If the student fails to meet their qualitative and/or quantitative requirement again, the student may be withdrawn from school. An appeal may be filed by the student. If the appeal is approved, the student will move on to step 2. If the appeal is denied, the student will be withdrawn from school.

Step 2 - Academic Probation Status: To remain in school, the student will be required to complete an appeal. If the appeal is approved, an individualized academic plan (Academic Improvement Plan) will be created. The student must agree to meet the terms and requirements of the plan. Upon agreement and approval of the plan, the student will be placed in an Academic Probation Status. If at the next review the student meets all

requirements, the student will be returned to an “active” status. If the student fails to meet the requirements of the Academic Improvement Plan, the student will be withdrawn from school and placed on academic suspension.

Maximum Coursework Allowed

Students may attempt up to 1.5 times the number of credit hours in the current program. Students who exceed this maximum and have not graduated are dismissed.

Satisfactory Academic Progress Determination Appeals

Students placed on Academic Probation or withdrawn due to failure to meet SAP standards may appeal the determination in writing to the Program Director within 10 days of notification. If the appeal is considered justified, the student’s status will be re-evaluated by an Academic Appeals Board. Students will receive an appeal determination in writing within 15 business days.

Incomplete Grades and SAP

A grade of “I” signifies that required coursework was not completed during the standard length of the course. The grade of “I” does not count toward credit hours attempted and is not included in the GPA calculation. In an online course, when students receive an “I” or Incomplete, the course is not counted toward credit hours attempted and is not included in the CGPA calculation. An “I” may only be assigned when all of the following conditions are met: The student has been making satisfactory progress in the course as determined by the program Director; the student is unable to complete some coursework because of unusual or extenuating circumstances beyond the student’s control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Program Director. All required work must be completed and submitted to the instructor by Friday of the second week of the subsequent term or semester to receive a final grade, unless an extension is requested by the instructor and that extension is approved by the Program Director. The “I” must be converted to a letter grade by Wednesday of the third week of the term or semester. If students do not complete the coursework within the required timeframe the “I” is converted to an “F.” Once the final grade has been awarded, the course will count towards credit hours attempted and the grade is calculated into the CGPA. At this point, the course is subject to SAP standards.

Course Repeats and SAP

Students who earn an “F” in a course in their program major must repeat the course. Students who receive an “F” in two courses may be dismissed. Students may repeat a course only once. A cumulative grade point average (CGPA) of 2.0 must be achieved. When a course is repeated, the original grade remains on the student’s permanent academic record but is designated as a repeated course. All repeated courses count as credit hours attempted in the timeframe evaluation for SAP (see quantitative evaluation). The highest grade earned for the repeated course is counted as credit hours completed and is used in the CGPA calculation.

Non-Credit or Remedial Courses and SAP

Silicon Valley Surgi-Tech Institute does not offer non-credit or remedial coursework.

Appeals for Reinstatement

Students who are dismissed for failure to meet Satisfactory Academic Progress standards may reapply after one year. Previous SAP standing will be considered as the application is reviewed. Appeals for reinstatement

must be submitted in writing. Students must demonstrate that any circumstance impeding their academic progress in the program has been resolved. At SVSTI's discretion, additional materials may be required to support the appeal. The Academic Appeals Board will review the request and support materials. Students will be notified of the Board's decision in person and/or in writing. All decisions made by the Appeals Board are final. Readmitted students will be placed on Academic Probation for one term. Students who fail a course during this probationary period will be dismissed with no further right to appeal. SVSTI may re-admit students who have failed to make satisfactory progress if events beyond their control have occurred. If such mitigating circumstances can be documented for the specific term(s) during which the deficiencies occurred, students may submit a completed Satisfactory Academic Progress appeal form along with the required documents to the Chief Academic Director and may be able to resume studies.

Programs Offered

Sterile Processing Program - Total of 320 clock hours and 8 credits.

- SPD101: 7-week blended course which includes 80 clock hours = 3 semester credits of didactic and Lab
- SPD111: Externship is a 6-week full time rotation - Total of 240 clock hours = 5 semester credits at a medical facility.

This is a certificate program which allows students to sit for the CBSPD certification exam. SVSTI is ABHES accredited, and our Sterile Processing Program is approved through CBSPD. Outside unrecognized hours are determined by using the formula for Quarter Credit Hours (10 weeks or longer) of 5 outside hours for each credit hour of lecture/Lab.

Surgical Technology, Associate of Applied Science in Surgical Technology Program - Total of 1856 clock hours and 88 Credits.

- The Degree Program is approximately 64 weeks long, consisting of one (1) 16-week term online (utilizing Cengage and Canvas, as above) completing all General Education requirements, followed by the "Surgical Technology Core Portion" once the applicant has met all General Education requirements.
- There is an approximate total of 1856 clock hours of instructional time in the Degree Program. (please see above for Surgical Technology Core Portion requirements and see below for eligible transfer credits).

Outside unrecognized hours are determined by using the formula for Semester Credit Hours (15 weeks or longer) of 7.5 outside hours for each credit hour of lecture/Lab.

Surgical Technology Core Portion - Total of 1616 clock hours and 73 credits.

- (ST1 Lecture, ST111 Lab, ST2 Lecture, ST222 Lab, ST3 CST Prep, ST333 Clinical Externship) Approximately 48 weeks long, consisting of two (2) 16-week terms on campus. The program is a blended learning experience which includes Cengage (MindTap and WebAssign) and Canvas LMS (Learning Management System), two interactive content delivery and Learning Management platforms, along with hands-on skills instruction, Lab evaluations, and in-class quizzes.
- Externship requirements consist of a minimum of 120 specific surgical cases and 500 clinical hours during the third 16-week term of the Core Portion. These cases must meet or exceed the standard requirements established by ABHES using the AST Core Curriculum:
https://www.ast.org/uploadedFiles/Main_Site/Content/Educators/AST_Core_Curriculum_7ed.pdf. These specific requirements can be found at: [Surgical Technology Standards Interpretive Guide \(SIG\) | ARC/STSA](#).
- Students are required to return to campus for NBSTSA certification exam prep during their externship rotation. This prep course lasts approximately six weeks, generally held on Monday afternoons.

- There is an approximate total of 1616 clock hours of instructional time in the Core Portion (please see below for Associate of Applied Science in Surgical Technology requirements).

Associate of Applied Science in Surgical Technology

General Education courses are to be completed within a 16-week term online prior to the core portion of the Surgical Technology program. All General Education courses are completed online through Cengage (MindTap and WebAssign) and Canvas prior to beginning the core portion of the program.

All Surgical Technology Students **must** enroll in the degree program by having already earned a Bachelor's degree (*within 15 years*) or transferring any **approved** college credits to earn an AAS in Surgical Technology. If a student does not need to complete SVSTI's General Education courses the program length will be 12 months (*not including breaks or Holidays*).

Surgical Technology Core Portion

ST1/ST111

496 Clock Hours = 27 Credits

ST1 - Surgical Technology Theory I - 352 Clock Hours = 22 Credits

Anatomy and Physiology 1

Medical Terminology 1

Surgical Instruments 1

Ethics

Surgical Procedures 1

Microbiology

ST111 - Surgical Technology Lab- Basic Procedures - 144 Clock Hours = 5 Credits

ST2/ST222

480 Clock Hours = 26 Credits

ST2 - Surgical Technology Theory II - 336 Clock Hours = 21 Credits

Anatomy and Physiology II

Medical Terminology II

Surgical Instruments II

Human Behavior

Surgical Procedures II

Pharmacology

ST222 - Surgical Technology Lab- Advanced Procedures - 144 Clock Hours = 5 Credits

ST3/ST333

640 Clock Hours = 20 Credits

ST3 Surgical Technology CST Prep - 140 Clock Hours = 9 Credits

ST333 Surgical Technology Externship - 500 Clinical Hours = 11 Credits

Total Credit Hours for Surgical Technology Core Portion of the Program

1616 Clock Hours = 73 Credits

Degree Program General Education

ENG101 English Writing and Composition - 48 Clock Hours = 3 Credit Hours
MAT101 Basic Mathematics for College Students - 48 Clock Hours = 3 Credit Hours
SPH205 Interpersonal Communication - 48 Clock Hours = 3 Credit Hours
PSY101 Introduction to Psychology - 48 Clock Hours = 3 Credit Hours
CLT102 Computer Concepts - 48 Clock Hours = 3 Credit Hours

Total Credit Hours for General Education
240 Clock Hours = 15 Credits

Total Credit Hours for Surgical Technology AAS in Surgical Technology Degree Program
(Core + General Education)
1856 Clock Hours = 88 Credits

Online General Education Courses

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ENG101 English Writing and Composition	48	0	0	3
MAT101 Basic Mathematics for College Students with Integers	48	0	0	3
SPH205 Interpersonal Communication	48	0	0	3
PSY101 Introduction to Psychology	48	0	0	3
CLT102 Computer Concepts	48	0	0	3
Total for General Education courses	240	0	0	15

ST1 - Surgical Technology Theory I (Term 1 Lecture and Online)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
Anatomy and Physiology I	64	0	0	4
Medical Terminology I	48	0	0	3
Surgical Instruments I	48	0	0	3
Ethics	64	0	0	4
Surgical Procedures I	64	0	0	4
Microbiology	64	0	0	4
Total for ST1 Lecture	352	0	0	22

ST111

- Surgical Technology Lab- Basic Procedures (Term 1 Lab)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST111	0	144	0	5
Total for Surgical Technology Term 1 for both Lecture and Lab	Total Hours 496			Total Credits 27

ST2

Surgical Technology Theory II (Term 2 Lecture and Online)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
Anatomy and Physiology II	64	0	0	4
Medical Terminology II	48	0	0	3
Surgical Instruments II	48	0	0	3
Human Behavior	64	0	0	4
Surgical Procedures II	64	0	0	4
Pharmacology	48	0	0	3
Total for ST2 Lecture	336	0	0	21

ST222 - Surgical Technology Lab - Advanced Procedures (Term 2 Lab)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST222	0	144	0	5
Total for Surgical Technology Term 2 for both Lecture and Lab	Total Hours 480			Total Credits 26

ST3 - Surgical Technology CST Prep (Term 3 Lecture and Online)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST3	140	0	0	9

ST333 - Surgical Technology Externship (Term 3)

Course	Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ST333	0	0	500	11
Total for Surgical Technology Term 3 for Externship, Online and CST Prep class	Total Hours 640			Total Credits 20

Testing and Methods of Evaluation

The **Surgical Technology Program** includes weekly assignments on Cengage along with weekly Lab skills evaluations. Students will also be assessed with weekly quizzes and case studies for surgical procedures (Please see syllabus for specific weekly assignments.). Students will be required to complete a Mock Midterm (term 1 only) and Final in the Lab (Final exam must be completed with a grade of 70% or higher for ST111 or 75% or higher for ST222 to advance to the next term). General Education courses will include weekly discussions, graded online assignments, homework, and tests through the LMS. Students must achieve a grade of 70% or higher in each course and/or E-book within the program. A student in Term 2 scoring between 65%-74.99% will be allowed to retake the final one time (by Week 13 or TBD) per the instructors.

The **Sterile Processing Program** includes weekly homework assignments online, in-class chapter quizzes, hands-on Lab competency evaluations, and a final examination that will be administered on campus. Students must achieve a grade of 70% or higher on their coursework, and pass EACH competency, as well as their final exam, to advance to externship.

Credentialing Exams

The **Surgical Technology Program** is accredited by ABHES <https://www.abhes.org/>, and all Surgical Technology students are required to sit for the NBSTSA Exam at the end of the program. The NBSTSA Exam will be used to assess student outcomes. The SVSTI Surgical Technology Program prepares students to take the NBSTSA Certification Exam [Homepage | NBSTSA](#).

The **Sterile Processing Program** has been approved by CBSPD. Students completing the program may attempt the certification exam at a testing site with a third-party company (*not at SVSTI*). The Sterile Processing Program prepares students to take the CBSPD Certification exam [Home - CBSPD](#).

Externship Requirements

The **Surgical Technology Program** requires students to meet or exceed a minimum number of cases (120) during their 16-week externship rotation.

The distribution of the 120 procedures is as follows:
General Surgery cases (minimum of 30 cases):

A. Students must complete a minimum of 30 cases in General Surgery. 20 of these cases must be performed in the First Scrub Role. The remaining 10 cases may be performed in either First or Second Scrub Role.

Specialty Cases (minimum of 90 cases).

B. Students must complete a minimum of 90 cases in various surgical specialties excluding General Surgery. 60 of these cases must be performed in the First Scrub Role. An additional 30 cases may be performed in either the First or Second Scrub Role.

a. A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.

(1) A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).

(2) The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.

b. The remaining 30 surgical specialty cases may be performed in surgical specialty either in the First or Second Scrub Role.

Optional Surgical Specialties:

1. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases may be counted toward the maximum number of Second Scrub Role cases.

a. Diagnostic Endoscopy cases must be documented in the category of “Diagnostic Endoscopy,” rather than by specialty.

b. Vaginal delivery cases must be documented in the category of “Labor and Delivery” rather than in the OB/GYN specialty.

Case experience in the Second Scrub Role is not mandatory.

Observation cases must be documented, but do not count towards the 120 required cases.

Cases will be counted and documented according to surgical specialty (except diagnostic endoscopic cases).

The **Sterile Processing Program** requires students to complete 6 weeks full time (240 hours) at a medical facility. The following are some of the areas in which a student will participate during externship:

Decontamination, cleaning/disinfecting patient care equipment, preparing and packaging, sterilization, sterile storage, distribution, inventory control, and more.

Management, Faculty, and Staff

Julie Hamrick, BBA, CST - Chief Executive Officer

Julie Hamrick, BBA, CST - Chief Operating Officer

Julie Hamrick, BBA, CST - Chief Academic Officer

Julie Hamrick holds a degree in Business Administration in Healthcare Management through American InterContinental University (AIU). Julie completed her Surgical Technology credential in Kansas at Penn Valley Community College. She has experience as a Program Director, Clinical Coordinator, Preceptor, and Operational Manager. She is certified in Sterile Processing and Surgical Technology and has over 20 years of experience in the medical field. She is also BLS certified.

Julie Hamrick takes all responsibility for the administration of SVSTI’S academic affairs including supervision of the faculty, development of the educational programs, the curriculum, and implementation of the institution’s mission, purposes, and objectives.

Julie Hamrick is also responsible for SVSTI’s business operations, finances, management, and contracting of goods, services, and property.

Julie Hamrick is the institution's director as well as the Distance Education Coordinator for Surgical Technology Core Portion courses.

Davina Wong is the General Education Coordinator, Distance General Education Psychology Instructor, and the Librarian. She earned her Master's degree in Sociology from San Jose State University and a master's degree in educational leadership from DeVry University. She has expertise in education, tutoring, Distance Education, and Career and Social Development.

Bryce Prater, TC is our Distance General Education English Instructor. She earned her BA in English from California State University, Stanislaus and her MA in English from Southern New Hampshire University. She teaches for SVSTI part time. She also holds a California Teaching Credential.

Linda Cordova is a full time Admissions Advisor and Student Success Coordinator who is responsible for admissions, campus tours, operational and administrative functions and services for the campus. Linda received her Bachelor of Science in Technical Management and Human Resources from DeVry University. She is also the Distance General Education Computer Concepts Instructor. She is also an NBSTSA proctor for Surgical Technology.

Deborah (Deb) Cleghorn, CST is the Distance General Education Interpersonal Communications Instructor and Surgical Technology Instructor. She earned her Master's degree in Human Resources Management from DeVry University, her BS in Business from University of Phoenix and an AS in Surgical Technology from Rochester Community and Technical College. She also supports the Surgical Technology Program. She teaches for SVSTI part time.

Sarah Hodosh, CST, MSHS is a full-time Surgical Technology Instructor as well as a Distance General Education Math Instructor. She graduated from New England Institute of Technology in 2008 and began scrubbing at Rhode Island's Level I trauma center, working predominantly in various pediatric specialties. From there, she moved to Maryland and joined the Ortho/Neuro team at Baltimore Washington Medical Center. She became lead Ortho/Neuro tech and remained there until leaving to attend George Washington University, earning her Master's degree in Health Sciences. Sarah is also the Lecture Instructor and CST Prep Course Instructor. She also aids in resume building and professionalism workshops. Sarah has over 15 years of experience as a Surg Tech.

Chista Sanchez-Lesui, CST is a full-time Surgical Technology Instructor with over 15 years' experience in the field. She was also an orthopedic medical device sales rep before joining SVSTI. She is working on her degree in Liberal Arts and Social and Behavioral Science at De Anza. She completed her Surgical Technology Program at Trinity College in San Jose.

Illeen Aguayo, CST is a full-time Instructor for Surgical Technology with 12 years of experience in the field. She has an Associate degree and is certified with NBSTSA with experience in the field and teaching. She is also BLS certified. She earned a diploma in Medical Assisting at Kaplan College and her AAS in Surgical Technology at American Career College. She also has teaching experience at Carrington College.

Tania Martinez, CST is a part time Surgical Technology Instructor. She is originally from Texas and has experience in sterile processing, as a scrub tech, and as an educator. Tania traveled as a CST for four years before planting herself at Stanford Children's Hospital. She has been a CST for a total of nine years.

Suzanne Duran, CST is a PRN faculty member with 11 years of experience in the scrub role. She is a Surgical Technology Instructor who is certified with NBSTSA as well as certified in BLS. She attended Carrington College

for her certificate in Surgical Technology. She earned her Associate of Applied Science in Surgical Technology at SVSTI.

Christian Hamrick, CSPM, CSIS, CFER, CSPDT is the full time Sterile Processing Assistant Director and Coordinator as well as an instructor. He has 5 years of experience in the field and as an educator. He is BLS certified and completed his Sterile Processing Program at SVSTI. He is currently working on his degree in Computer Science.

Andrew Salazar CHL, CRCST is a full-time Sterile Processing Lead Instructor. He obtained his training at Medtek in 2018 and joined SVSTI with 6 years' experience.

Joey Bhoj Tabuno CRCST, CSPDT is a part time Sterile Processing Instructor. He obtained his certificate at SVSTI. He is looking to pursue Surgical Technology in the near future.

David Elmer David, CST is a PRN Sterile Processing Lab Assistant. He obtained his certificate at SVSTI. He also earned his Associate of Applied Science in Surgical Technology from SVSTI.

Skyler Hamrick is a full-time administrative assistant who helps support our Admissions/Enrollment Office and Program Director with administrative duties. She is also the Compliance Manager for SVSTI Faculty/Staff. She has earned her Associate's degree(s) in Arts and is pursuing her Bachelor's degree in Criminal Justice.

Marijane Valdez is a part-time Admissions Assistant and NBSTSA proctor. She has over twenty years of experience managing business relations and providing executive level administrative support. She earned her Bachelor of Arts from San Jose State University.

Jennifer (Jena) McAmis is our Career Services Advisor. She guides and supports students in resume building and mock interviews, providing them with the essential skills needed for successful job placement. Jena completed her education at Georgia College and has extensive experience in education as well as industry, having served as a CFO and Hiring Manager.

SVSTI has several guest instructors/vendors who appear throughout the program to help students gain knowledge to be successful in the Field.

Lab Equipment

Laparoscopy Towers x 4	IV Poles x 8	Catheter Simulator x 2 (Male and Female)
Slave Monitor	Prep Stand x 4	Eyes- 8 Different Sets and a variety of single instruments
Electrocautery Machine x 3	Suture Cart x 3	ENT- 20 Different Sets and a variety of single instruments
Suction Machine x 3	Trash Hamper x 5	Plastics- 7 Different Sets and a variety of single instruments
OR Beds x 4 with armboards, foot boards, safety straps	Linen Hamper x 2	GYN- 7 Different Sets and a variety of single instruments
Radiology Bed	Step Stool x 3	Ortho- 17 Different Sets and a variety of single instruments
Mini C-Arm	Kick Bucket x 2	
OR Lights x 2	Lap Sim	
Flash Sterilizer x 2	Syndaver	
Back Table x 7	Breast Simulator x 2	
Mayo Stand x 18	Arm/Leg Simulator x 2	
Ring Stand x 6	OB/GYN Stirrups	
OR Sink/ Decon Sink	Bleeding Abdomen with suction	
Hand Wash Station	C-Section Simulator	

Cardiac - 2 Different Sets and a variety of single instruments
 Vascular instruments
 GI instruments
 Anesthesia instruments
 Blood Pressure Machine and Cuffs
 Tourniquet Machine x 2
 Case Cart
 Autoclave Cart (Cooling Rack)
 Sharps Containers x 4
 Hysteroscopy Simulator
 Dand C Suction Machine
 General- 22 Different Sets and a variety of single instruments

Sterile Processing Wrap Rack
 Mannikins x 4
 Box of Bones for Surgery and Skin for Suturing
 Scrub Brush Holder x 2
 Avagard Dispenser x 3
 Laparoscopy Boxes x 2
 Instrument Brush Holder
 Anesthesia Cart
 Hall Power Console
 Arthroscopy Shaver Console
 GU- 4 Different Sets and a variety of single instruments
 Neuro- 16 Different Sets and a variety of single instruments

Battery Charger w/ batteries
 First Aid Kit x 2
 Eye Wash Station
 Rolling Stools x 4
 Storage/ Sterile Supply Room
 Transportation Gurney x 2
 Patient Transfer Devices
 Vast assortment of positioning devices
 HeadLight/ Light Source x 4

Lab Supplies

Vast variety of Back Table Packs
 Sponges
 Dressings
 Tape
 Grounding pads
 Prep trays
 Foley catheter trays
 Syringes of different sizes and types
 Needles of different sizes and types
 Knife blades of different sizes
 Wide assortment of suture

Medicine bottles (local anesthetic agents, some anesthesia drugs, IV set ups, emergency drugs)
 Cast materials
 Gowns of different sizes
 Masks
 Hair covers
 Gloves (sterile and non-sterile)
 Sharps containers
 Biohazardous waste boxes and liners

Sterilization wrappers of different sizes
 Peel Packs of different sizes
 Sterilization tape (Low/High Temp)
 Biologic and other sterilization indicators (Low/High Temp)
 Breast Implants
 Ortho Implants
 ENT Implants
 Eye Implants

SVSTI's facilities consist of 6 separate mock operating rooms, a Central Service area that contains supplies, a supply pick room, and a Sterile Processing Department. We have an office for the program Director, an Admissions/Student Success Office, breakroom, two ADA compliant restrooms, and a well-equipped Classroom and Labs. We have a Resources Center that includes a conference room and library resources. We have 26 computers that students may utilize during business hours as well as a printer. SVSTI has a Staff Hub including Instructor cubicles as well as printers and computers for staff.

Sterile Processing Admissions/Enrollment Requirements

Applicants must provide and/or sign the following:

- Background and Drug Test.
- Any available immunization records.
- Provided ALL the following applicable documents to SVSTI: High School Diploma/GED/College Degree(s)/OFFICIAL College Transcript(s)/Foreign High School Transcripts and/or Diploma/Foreign College Transcript(s) and/or Degree(s)/Foreign Academic Evaluation(s).

- Orientation + Checklist completed with the Admissions Advisor.
- Provide State ID/Driver's License.
- Read and Sign Immunization Attestation.
- Read and Sign Full Legal Name Attestation
- Read and Sign Enrollment Agreement.
- Read and Sign Performance Fact Sheet.
- Read and Sign Admissions Form.
- Read and Sign Immunization Medical Screening Requirements for Externship
- Read and Sign High School Graduation or Equivalency Attestation.
- Read and Sign Emergency Contact Information Form.
- Read and Sign Attendance Policy.
- Read and Sign Classroom Expectations and Lab Rules.
- Read and Sign Lab Safety and Maintenance Policy.
- Read and Sign Externship Policy and Expectations.
- Read and Sign Technology Requirements Attestation.
- Read and Sign Equal Employment Opportunity Policy.
- Read and Sign Needlestick/Sharps Protocols.
- Read and Sign Payment Plan Requirements/Options/Additional Charges.
- Read and Sign Sign-Off Sheet.
- Read and Sign Essential Functions.
- Read and Sign Externship Availability Agreement.
- Read and Sign Physical Address Attestation.
- Read and Sign Lab Competency Agreement.
- Read and Sign Emergency COVID-19 Absence Policy.
- Read and Sign Identification Badge Policy.

SVSTI has not entered into an articulation or transfer agreement with any other college currently. We do not accept credits earned through challenge examinations or achievement tests or ability-to-benefit at this time for Sterile Processing. Credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be evaluated for transfer to Silicon Valley Surgi-Tech Institute's program(s) if a grade of "C" or better was earned. Transfer credits are also evaluated for acceptance toward Silicon Valley Surgi-Tech Institute's requirements. Official transcripts documenting coursework must be provided prior to starting Silicon Valley Surgi-Institute program(s). If official transcripts are not provided prior to the start of the program from all institutions attended, students must complete the required course(s) with Silicon Valley Surgi-Tech Institute.

Sterile Processing Attendance Policy

It is crucial that every student attends all scheduled classes throughout the duration of SVSTI's Sterile Processing Program to learn the skills needed to be successful in this field of study. The Sterile Processing Program is designed as an advanced, fast-paced program that requires all students to adhere to the following Attendance Policy:

Students are allowed 2 absences during the ENTIRE 13-week program, including tardies. These absences are for genuine emergencies and should be treated accordingly.

If a student is more than one minute late for any given class or leaves early (less than 15 minutes), a tardy occurs. If a student is more than 15 minutes late for class or leaves campus more than 15 minutes before dismissal, an absence will occur. If a student is late 2 times (even one minute is late) or leaves class early twice, 1 absence will occur. If a student has more than 2 absences, they will be automatically dropped from the Sterile Processing Program.

If a student is dismissed from the Sterile Processing Program, they will be required to re-enroll for re-entry to the program. If a student is eligible to repeat the program, they will need to repeat the entire program, which will incur a "Repeat Program Fee" of \$ 1,500. The repeat program start date must be within six (6) months. SVSTI students are expected to always maintain a respectful and professional demeanor. Students who demonstrate disrespectful and/or unprofessional behavior will be asked to leave the campus, resulting in an absence. Any student who has ONE no-call/no-show or who has left campus without requesting approval from the instructors and/or program Director may result in expulsion from the Sterile Processing Program.

Immunizations:

Students are expected to complete all required immunizations by the second week of class, or the designated due dates as noted on the Immunization Attestation. If this expectation is not met, which causes a delay (30 days or more) in externship placement, the student may be required to "Repeat" the program, which will also incur a "Repeat Program Fee" of \$1500. Students must complete 240 hours of clinical rotation. Students must accept the clinical placement assigned to them; if they refuse, they may be dropped from the program. By signing this form, you acknowledge/agree to the Sterile Processing Attendance Policy.

Leaves Of Absence from the Sterile Processing Program are not permitted as the program is only 13 weeks long. If a student has a grievance, they may need to be rescheduled to the next course start date. If a student requires leave for personal reasons, they may do so by withdrawing and re-enrolling at a later date (additional fees may be required). Re-enrolling is subject to a **Re-Entry Evaluation Form/Policy**. All Students **must** be approved by their instructor(s) and Program Director to re-apply or re-enter in any program. Students leaving the program must complete a Change of Status Form within 72 hours of notification to ensure they do not receive a failing grade for the course. Students may only be eligible to change their program start date one time.

Sterile Processing Graduation Requirements

- Must receive a minimum final grade of 70% or higher.
- Must complete weekly timesheets and evaluations during clinical rotation.
- All required hours at the appointed facilities for externship must be completed successfully.
- Must pass EACH competency with a 70% or higher.
- Must complete all required coursework on Canvas/Cengage with a grade of 70% or higher.
- Must complete the final examination with a grade of 70% or higher.
- All documents need to be signed and submitted to get full credit and/or graduate.
- All requirements must be met to receive a certificate.

Surgical Technology Admissions/Enrollment Requirements

Applicants must provide and/or sign the following:

- Background and Drug Test.
- Any available immunization records.
- Provided ALL the following applicable documents to SVSTI: High School Diploma/GED/College Degree(s)/OFFICIAL College Transcript(s)/Foreign High School Transcripts and/or Diploma/Foreign College Transcript(s) and/or Degree(s)/Foreign Academic Evaluation(s).
- Provide Essay.
- Provide Two Professional References.
- Provide Reference Release Form.
- Complete and successfully pass the Timed Entrance Exam.
- Interview with Program Director or designee.
- A completed Applicant Evaluation Form(s) - completed by the Program Director.
- Orientation + Checklist completed with the Admissions Advisor.
- Provide State ID/Driver's License.
- Read and Sign Immunization Attestation.
- Read and Sign Full Legal Name Attestation
- Read and Sign Enrollment Agreement.
- Read and Sign Performance Fact Sheet.
- Read and Sign Admissions Form.
- Read and Sign Immunization Medical Screening Requirements for Externship
- Read and Sign High School Graduation or Equivalency Attestation.
- Read and Sign Emergency Contact Information Form.
- Read and Sign Attendance Policy.
- Read and Sign Classroom Expectations and Lab Rules.
- Read and Sign Lab Safety and Maintenance Policy.
- Read and Sign Externship Policy and Expectations.
- Read and Sign Certification Prep and Externship Policy.
- Read and Sign Technology Requirements Attestation.
- Read and Sign Equal Employment Opportunity Policy.
- Read and Sign Needlestick/Sharps Protocols.
- Read and Sign Payment Plan Requirements/Options/Additional Charges.
- Read and Sign Sign-Off Sheet.
- Read and Sign Core Performance Standards.

- Read and Sign Physical Address Attestation.
- Read and Sign General Education College Credits Transfer Attestation - (if applicable).
- Read and Sign Lab Competency Agreement.
- Read and Sign Emergency COVID-19 Absence Policy.
- Read & Sign Identification Badge Policy.

*Each Surgical Technology applicant will take a timed entrance exam, provide two (2) professional references, Reference Release Form, and write an essay before interviewing with the Program Director or her designee.

SVSTI has not entered into an articulation or transfer agreement with any other college currently. We do not accept credits earned through challenge examinations or achievement tests or ability-to-benefit at this time for Surgical Technology. Credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be evaluated for transfer to Silicon Valley Surgi-Tech Institute's program(s) if a grade of "C" or better was earned. Transfer credits are also evaluated for acceptance toward Silicon Valley Surgi-Tech Institute requirements. Official transcripts documenting coursework must be provided prior to starting Silicon Valley Surgi-Institute program(s). If official transcripts are not provided prior to the start of the program from all institutions attended, students must complete the required course(s) with Silicon Valley Surgi-Tech Institute.

All prospective Surgical Technology students are required to complete the Associate of Applied Science in Surgical Technology Degree program or have previously earned a bachelor's degree or higher OR have all the required/approved college credit(s) transferred prior to enrollment. All General Education courses are completed online through Cengage, MindTap and/or WebAssign.

Surgical Technology Attendance Policy

It is crucial that every student attends all scheduled classes throughout the duration of SVSTI's Surgical Technology Program to learn the skills needed to be successful in this field of study. The Surgical Technology Program is designed as an advanced, fast-paced program that requires all students to adhere to the following Attendance Policy.

Students are allowed 3 absences during each 16-week term, except for clinical rotation, when you are only allowed 2 absences. These absences are for genuine emergencies and should be treated accordingly.

If a student is more than one 1 minute late for any given class, this will be reflected in their attendance as tardy. If a student is more than 15 minutes late for class or leaves campus before the instructor has dismissed the class, it will be reflected as an absence. If a student obtains 3 tardies in any given term, it will be reflected as 1 absence. If a student has more than 3 absences in a term, they will be subject to a drop in letter grade. 5 absences within any term will result in automatic dismissal (dropped) from the Surgical Technology Program. If a student is dismissed from the Surgical Technology Program, they will be required to re-apply for re-entry into the program.

1-14 minutes late = 1 tardy.

15 minutes late or more = 1 absence.

Leaves class early 1-14 minutes = 1 tardy.

Leaves class early, 15 minutes or more = 1 absence.

3 tardies = 1 absence.

4 absences = Letter grade drop in Lab.

5 absences = Automatic dismissal from the program.

Students must complete a minimum of 120 specific cases and 500 hours on clinical rotation to meet requirements of the program's externship rotation. (Please see the website for details www.svsti.com). If a student is eligible to repeat the program, they will need to repeat the entire term, which will incur a "Repeat Program Fee" of \$4,500. The repeat term start date must be within six (6) months.

SVSTI students are expected to always maintain a respectful and professional demeanor. Students who demonstrate disrespectful and/or unprofessional behavior will be asked to leave campus, resulting in an absence. Any student who has ONE no-call/no-show or who has left campus without requesting approval from the instructors and/or Program Director may result in expulsion from the Surgical Technology Program. **(You must contact all your instructors on Band prior to the start of class)**

After the second failed attempt the student will be dropped from the program. There will be a fee of \$4500 to repeat the course and will be subject to enrollment availability as classes are often filled well in advance of each scheduled program start date. (Please refer to the Probation and Dismissal Policy).

Students may only repeat a failed course two (2) times including the original failed course. If a Surgical Technology student wishes to repeat the failed term, they must do so within the following two (2) terms and are subject to SVSTI's Failed Course Repeat Policy. Should the failed student elect to skip the next cohort start date the student will be subject to a skills evaluation.

Immunizations:

Students are expected to complete all required immunizations by the second week of Term 2, or the designated due date as noted on the Immunization Attestation. If this expectation is not met, which causes a delay in externship placement, the student may be required to "Repeat" the term, which will also incur a "Repeat Fee" of \$4,500 and the eligibility requirements for repeating a term. Students must complete a minimum of 500 hours of Clinical Rotation. Students must accept the clinical placement assigned to them; if they refuse, they may be dropped from the program. By signing this form, you acknowledge/agree to the **Surgical Technology Attendance Policy**.

If a Surgical Technology student requires a leave of absence (LOA) a leave may be granted if it is determined that the student can be successfully scheduled to return and complete their course of study. Acceptable reasons for requesting a leave of absence include medical situations, personal emergencies, administrative reasons, military obligations, or other circumstances beyond the student's control. Leave of absences cannot exceed a cumulative 180 calendar days from the LDA (last day attended to the return date) in a 12-month period. There will be a fee of \$4500 when the student returns to complete their program and will be subject to program seat availability. Surgical Technology students must successfully test out to demonstrate their level of competency to determine the appropriate term for re-entry. Competency will be measured using examinations and/or skills assessment. Re-enrolling is subject to a **Re-Entry Evaluation Form/Policy**. All Students **must** be approved by their instructor(s) and Program Director to re-apply or re-enter in any program. Students leaving the program must complete a Change of Status Form within 72 hours of notification to ensure they do not receive a failing grade for the course.

Surgical Technology Graduation Requirements

- Must complete Timesheets, Preceptor Evaluations, Case Reports, Case Log, and Surgical Counts Case Logger each week during Clinical Rotation and upload them onto Canvas.
- Must pay tuition on time to be placed on externship and graduate as scheduled (please refer to payment plan policy).
- All required hours at the appointed facilities for externship must be completed successfully.
- Must complete all required coursework on Cengage/MindTap and/or Canvas with a grade of 70% or higher and receive a final grade of 70% or higher.

- Must complete the final examination with a grade of **70% or higher for ST111 Lab and a 75% or higher in ST222 Lab.**
- All documents must be signed and submitted to graduate.
- Successful completion of the Surgical Technology Certification Prep is required to graduate (dates and times TBD).
- All requirements must be met to receive a degree.
- You must either enter the Surgical Technology Program with a bachelor's degree or higher (block transfer), transfer all approved college credits, or you must complete the General Education courses prior to starting the Surgical Technology Core Portion of the AAS Degree program.

Student Services

- Resume Building/Assistance (virtual with Career Services and in-person during Surgical Technology Term 2).
- Mock Interviews (virtual with Career Services).
- Interview Skills (virtual with Career Services).
- Access to computers for assistance even after graduation.
- Professionalism Class - Surgical Technology only (on campus).
- Tutoring for General Education is provided by the General Education Coordinator, Program Director, or instructors (on campus or virtual).
- Open Lab for competency skills (on campus) Must be approved and scheduled with an instructor.
- While placement in a job is not guaranteed or promised to persons who complete the program, every effort will be made to assist you in securing employment (remember your externship is a free interview).
- SVSTI does not participate in the Student and Exchange Visitor program to provide Visa services or vouch for student immigration status.

Probation and Dismissal Policy

- Students who fail a course will be put on probation and are required to repeat the course with approval (additional fees apply). They must pass the following course with a grade of 70% or higher. If the student cannot meet this requirement, they will be dismissed from the program with no refundable fees if the student has completed 60% or more of the course.
- A student is only allowed to fail and repeat ONE course during the entire Surgical Technology Program (including General Education Courses).
- Students must complete all hours at their clinical site. If a student is asked to leave the site due to behavior, performance, or attendance issues, they will be dismissed from SVSTI with no refund of fees if the student has completed 60% or more of the program.
- No leave of absence for Sterile Processing is permitted, however, if a student needs to leave for personal reasons, they may do so by withdrawing and re-enrolling at a later date. (Additional fees may be required.)
- LOA for Surgical Technology (please see Surgical Technology Attendance Policy).
- W (Withdrawal): A grade of "W" (Withdrawal) is issued when a student withdraws or is administratively withdrawn from a course. The course counts as credit hours attempted but is not calculated in the CGPA. If a student needs to withdraw, they must re-enroll to repeat the course. (Additional fees may be required).
- Students who are re-entering or re-applying to a program that involves skills and competencies in both written and hands-on format must meet all requirements specific to that program in addition to obtaining approvals before re-enrollment may be granted.

Sterile Processing Program Tuition and Fees

The tuition charges and total charges for your program are estimated and may change for the following reasons: (a) you may have to repeat a course(s) required for graduation; (b) the courses in your program, and number of credit hours for such courses, are subject to change; and (c) course materials (e.g., books, course packets, etc.) and any associated costs are subject to change.

STERILE PROCESSING PROGRAM - COST BREAKDOWN	
Institutional Tuition Cost (13-Weeks) 8 Semester Credits	\$3750
Certification Examination (non-institutional charge)	\$137+
Coursebook	\$135+
STRF (nonrefundable) (As of 4/1/2024 \$0)	\$0
TOTAL COST	\$4022*

**Only \$3750 goes to SVSTI -additional supplies, immunizations, scrubs, books, etc. not included.
+These are the current prices which are subject to change. Length of program does not include any breaks or holidays.*

The course book, [*The Basics of Sterile Processing*](#) 7th edition textbook is **NOT** included in the tuition cost and **must be purchased by the student. The cost of the textbook is \$135.00 (+tax).**

- SVSTI does not currently participate in any Federal Financial Aid programs.
- **SVSTI is on the ETPL [Eligible Training Provider List \(ca.gov\)](#) and accepts CALJOBS grants - [CalJOBS - Select a Provider.](#)**
- SVSTI requires a non-refundable registration fee of \$100. The fee will be applied towards the tuition costs.
- \$0.00 STRF (non-refundable) (As of 4/1/2024).
- Payment is the sole responsibility of the student. All amounts due must be made in full prior to the first day of class.
- **SVSTI does not guarantee job placement (employment)** however, we do provide clinical placement as part of the curriculum which may lead to professional placement. The tuition cost includes externship placement.
- There might be additional fees associated with immunizations as per request from clinical sites paid by students.
- Students will be required to purchase their own black scrubs to wear on campus and to clinical sites if the site does not provide scrubs.
- Students are required to purchase their own coursebook. If a student chooses to purchase a new coursebook, SVSTI provides a link to one reputable choice retailer (currently \$135.00 ++).
- The LMS online platform (Canvas) needed for coursework is provided to students at no additional cost.
- Students are required to assume the cost for background and drug testing per Additional Charges Form signed at Enrollment.
- Beginning April 1, 2024, the STRF is \$0 for every \$1000 paid. (nonrefundable). There are no additional institutional charges or fees.

- If a graduate needs a Diploma/Degree replacement the fee is \$20.

Surgical Technology Program Tuition and Fees

The tuition charges and total charges for your program are estimated and may change for the following reasons: (a) you may have to repeat a course(s) required for graduation; (b) the courses in your program, and number of credit hours for such courses, are subject to change; and (c) course materials (e.g., books, course packets, etc.) and any associated costs are subject to change.

SURGICAL TECHNOLOGY CORE PORTION OF THE PROGRAM - COST BREAKDOWN	
Institutional Tuition Cost (48-Weeks) 73 Semester Credits	\$26,500
Certification Examination (non-institutional charge)	\$247 ¹
Cengage - eBooks (1-year unlimited)	\$199.99+
Surgical Counts (During Externship)	\$39.95
STRF (nonrefundable) (As of 4/1/2024 \$0)	\$0
TOTAL COST	\$26,986.94*

¹Cost covers AST membership, examination book and certification examination to be paid in Term 2 by students.

*Only \$26,500 goes to SVSTI - additional supplies, immunizations, scrubs, books, etc. not included.

+ These are the current prices which are subject to change.

Length of program does not include any breaks or holidays.

Course material e-Book fee is \$199.99 for one-year access to be paid by the student before orientation at:

<https://www.cengage.com/unlimited/>.

SURGICAL TECHNOLOGY DEGREE PROGRAM - COST BREAKDOWN	
Institutional Tuition Cost (48-Weeks) 73 Semester Credits	\$26,500 +
General Education Courses (16-Weeks) 15 Semester Credits	\$3,300¹¹
Certification Examination (non-institutional charge)	\$247 ¹
Cengage - eBooks (1-year unlimited, paid twice)	\$399.98
Surgical Counts (During Externship)	\$39.95
STRF (nonrefundable) (As of 4/1/2024 \$0)	\$0
TOTAL COST	\$30,486.93*

¹Cost covers AST membership, examination book and certification examination to be paid in Term 2 by student.

¹¹General Education Credits will vary for students with qualifying transferring credits.

*Only \$29,800 goes to SVSTI - additional supplies, immunizations, scrubs, books, etc. not included.

These are the current prices which are subject to change. Length of program does not include any breaks or holidays.

Surgical Technology Students attending the Degree Program will require the 1-year unlimited x2 (2 years) access to Cengage which is \$399.98 to be paid by the student before orientation at:

<https://www.cengage.com/unlimited/>.

All Surgical Technology Students are required to sit for the scheduled NBSTSA exam in order to graduate from the Surgical Technology Program.

- SVSTI does not currently participate in any Federal Financial Aid Programs.
- **SVSTI is on the ETPL [Eligible Training Provider List \(ca.gov\)](#) and accepts CALJOBS grants - [CalJOBS - Select a Provider](#).**
- SVSTI requires a non-refundable registration fee of \$100 that will be applied towards tuition costs.
- A **\$3400 deposit** will secure a seat for the **Surgical Technology Program**. Payments must be **COMPLETED** in accordance with the following approved payment plan.
- Payment is the sole responsibility of the student, and all amounts due must be made monthly and in good standing before a student can advance to the next term and/or graduate.
- **SVSTI does not guarantee job placement (employment)** however, we do provide clinical placement as part of the curriculum which may lead to professional placement. The tuition includes an externship placement.
- There might be additional fees associated with immunizations as per request from clinical sites paid by students.
- Students will be required to purchase their own black scrubs to wear on campus and to clinical sites if the site does not provide.
- The LMS online platform (Canvas) needed for coursework is provided to students at no additional cost, however, Surgical Technology requires students to purchase Cengage.
- Students are required to assume the cost for background and drug testing per Additional Charges Form signed at Enrollment.
- Beginning April 1, 2024, the STRF is \$0 for every \$1000 paid. (nonrefundable). There are no additional institutional charges or fees.
- If a graduate needs a Diploma/Degree replacement the fee is \$20.

Cancels, Withdraws, and Refunds

- SVSTI shall refund 100 percent of the amount paid for institutional charges (**for Surgical Technology Program**), less a \$100 registration fee and STRF Fees if cancellation is made through attendance at the end of the business day of the 14th calendar day of class session ___/___/___ (date), or the seventh day after enrollment, whichever is later. Cancellation/Withdraw notice must be received via SVSTI Student Status Change within 72 hours.
- If the student wishes to cancel, Cengage eBook fee of \$199.99 or \$399.98 is nonrefundable.
- SVSTI shall refund 100 percent of the amount paid for institutional charges (**for Sterile Processing Program**), less a \$100 registration fee and STRF Fees if cancellation is made through attendance at the

first-class session ____/____/____ (date), or the seventh day after enrollment, whichever is later. Cancellation/Withdraw notice must be received via SVSTI Student Status Change Form within 72 hours.

- **STERILE PROCESSING - STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the enrollment agreement and obtain a refund of charges minus registration fee paid through attendance at the first-class session ____/____/____ (date), or the seventh day after enrollment, whichever is later. A \$100 non-refundable registration fee will not be refunded if the student elects to cancel.
- **SURGICAL TECHNOLOGY - STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the enrollment agreement and obtain a refund of charges minus registration fee paid through attendance at the 14th class session ____/____/____ (date), or the seventh day after enrollment, whichever is later. A \$100 non-refundable registration fee will not be refunded if the student elects to cancel.
- Refunds for items to the student such as books, tools or other supplies should be handled separately from refund of tuition and other academic fees.
- Cancellation notice occurs when you give written notice of cancellation via SVSTI Student Status Change Form. A Student Status Change Form must be received within 72 hours for ANY status change.
- Withdraws occur once the cancellation deadline has passed. Students leaving the program must complete a Change of Status Form within 72 hours of notification to ensure they do not receive a failing grade for the course.
- SVSTI shall issue a refund within 45 days of a student's written cancellation or withdrawal.
- Items of extra expense to a student such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, credentialing fees, deposits and all other charges need not be considered in tuition refund computations found in the SVSTI Academic Catalog and website www.svsti.com, and available to all potential students prior to enrollment. All SVSTI programs shall exclude **ANY and ALL** additional student expenses from the tuition paid and in accordance with the SVSTI Tuition Refund policy.

Surgical Technology Externship Policy and Expectations

The following are the basic rules for your upcoming externships. These policies reflect the policies employers require of a paid employee. This means that you are expected to approach your externship site with the same level of maturity and professionalism that is expected at any medical facility. Keep in mind that your behavior and level of professionalism reflect not only on you but also on SVSTI.

These rules include, but are not limited to:

- **All students are ASSIGNED to a clinical site.** If you refuse a site assignment, your externship start date could be significantly delayed, and there is also the risk of not finding a site to accept your late start date, which would result in removal from the Surgical Technology Program.
- If you are **dismissed from a site** for any reason, it will **result in expulsion** from the program.
- First and foremost, you must conform to the **facility's rules, regulations, and policies**. These include the use of PPE (personal protective equipment), adherence to patient confidentiality rules (HIPAA), wearing of ID badges, and any other facility-specific policies and procedures.
- **Adhere to SVSTI's dress codes.** This includes, but is not limited to, policies regarding the wearing of jewelry (including facial jewelry), cologne or perfume, artificial/gel nails, and fingernail length/polish,

among others. This means you must always present a professional appearance and conduct yourselves accordingly.

- **Tardiness is unacceptable.** Allow yourself enough time to change into scrubs and be ready to start before your shift begins. This will not go unnoticed when it comes time to decide whether to hire you or not. Understand that some sites require you to pay for parking.
- **Absences are unacceptable** except in cases of illness. If you are absent, late, or leave early for any reason, you are required to **(1) notify your preceptor prior to the start of your shift, and (2) notify Julie Hamrick - SVSTI program Director by text (408) 640-2991 prior to the start of your shift.** You are only allowed a total of 2 absences during the entire term. Any student with absences over 2, including tardies, violates SVSTI's Attendance Policy and may result in expulsion from the program.
- Every effort will be made to keep externship sites within a 2-hour commute from campus; however, this may not always be possible. Students will attend where assigned. **ATTITUDE IS EVERYTHING.** You are a student. You are there to learn. Keep this in mind.
- Students must arrive prior to their scheduled shift to ensure that they are in the department and ready to learn on time every day (arrive early). **ON TIME IS LATE.**
- Students are required to upload their **Weekly Time Sheets, Evaluations, Case Logs, and Case Studies** to Canvas by Sunday 11:59 PM each week.
- **Professionalism** is expected during externship. Take notes, stay active, and refrain from using your cell phone during the externship.
- Students **MUST** complete their Surgical Technology Externship hours (500) and a minimum of 120 specific cases within the 16-week term to graduate.
- If students are required to **repeat the externship**, they will be required to pay a fee of **\$4,500.**
- Students are required to turn in ORIGINAL documents which include **Weekly Time Sheets, Evaluations, Case Logs, and Case Studies, Graduate Satisfaction Survey**, and have completed **ALL** applicable **End of Course Survey(s)** before sitting for the certification exam.
- All ORIGINAL documents must be completed, uploaded correctly, and submitted to the Program Director in order to successfully complete the Surgical Technology Program.
- Surgical Counts must be approved and signed by both the Student and the Program Director.

_____ (Initial) If you are asked to leave a site for **any** reason or are kicked out, you will not be allowed to return to SVSTI for ANY program(s). I have read, understood, and will abide by the above policy.

Sterile Processing Externship Policy and Expectations

The following are the basic rules for your upcoming externships. These policies reflect the policies employers require of a paid employee. This means that you are expected to approach your externship site with the same level of maturity and professionalism that is expected at any medical facility. Keep in mind that your behavior and level of professionalism reflect not only on you but also on SVSTI.

These rules include, but are not limited to:

- **All students are ASSIGNED to a clinical site.** If you refuse a site assignment, your externship start date could be significantly delayed, and there is also the risk of not finding a site to accept your late start date, which would result in removal from the Sterile Processing Program.
- If you are **dismissed from a site** for any reason, it will **result in expulsion** from the Sterile Processing Program.
- First and foremost, you must conform to the **facility's rules, regulations, and policies.** These include the use of PPE (personal protective equipment), adherence to patient confidentiality rules (HIPAA), wearing of ID badges, and any other facility-specific policies and procedures.
- **Adhere to SVSTI's dress codes.** This includes, but is not limited to, policies regarding the wearing of

jewelry (including facial jewelry), cologne or perfume, artificial/gel nails, and fingernail length/polish, among others. This means you must always present a professional appearance and conduct yourselves accordingly.

- **Tardiness is unacceptable.** Allow yourself enough time to change into scrubs and be ready to start before your shift begins. This will not go unnoticed when it comes time to decide whether to hire you or not. Understand that some sites require you to pay for parking.
- **Absences are unacceptable** except in cases of illness. If you are absent, late, or leave early for any reason, you are required to **(1) notify your preceptor prior to the start of your shift, and (2) notify Julie Hamrick - SVSTI program Director by text (408) 640-2991 prior to the start of your shift.** You are only allowed a total of 2 absences during the entire Term. Any student with absences over 2, including tardies, violates SVSTI's **Attendance Policy** and may result in expulsion from the program.
- Every effort will be made to keep externship sites within a 2-hour commute from campus; however, this may not always be possible. Students will attend where assigned. **ATTITUDE IS EVERYTHING.** You are a student. You are there to learn. Keep this in mind.
- Students must arrive prior to their scheduled shift to ensure that they are in the department and ready to learn on time every day (arrive early). **ON TIME IS LATE.**
- Students are required to upload their **Weekly Time Sheets, Weekly Professional Evaluations, Week 3 & 6 (midway & final) Performance Evaluations** to Canvas by Sunday 11:59 PM each week.
- **Professionalism** is expected during externship. Take notes, stay active, and refrain from using your cell phone during the externship.
- If the student is unable to complete their Sterile Processing Externship in the time (240 hours/6 weeks) allowed due to unusual circumstances, an extension must be requested and a fee of \$500 will be added to their tuition. If the student wishes to extend their extern, they must be pre-approved prior to starting extern.
- If the student fails Sterile Processing, they will be required to repeat the entire course and will be required to pay a fee of \$1500.
- Students are required to turn in ORIGINAL documents which include weekly professional evaluations, midway and final performance evaluations weekly time sheets, and complete the end of course survey(s) by the end of Externship.
- Students are required to have completed their End of Course Survey as well as the Graduate Satisfaction Survey prior to picking up a diploma.
- When all requirements have been met, students must message Education@svsti.com for an appointment to obtain their Certificate of Completion within 14 days of completion.

_____ (Initial) If you are asked to leave a site for **any** reason or are kicked out, you will not be allowed to return to SVSTI for ANY program(s). I have read, understood, and will abide by the above policy.

Lab Safety and Maintenance Policy

Safety of self and others is the primary concern in the laboratory setting. To ensure the safety of students and faculty in the laboratory, students are expected to follow the policies and procedures for Lab Safety and Maintenance in the SVSTI Academic Catalog. Students are encouraged to expand their skills through safe practice. Demonstration of critical safety elements by faculty is required prior to any student being allowed to use any equipment. Students will be required to demonstrate appropriate safety with all equipment, techniques, and procedures in the laboratory prior to practicing in the Field.

General Lab Safety Rules and Policies:

- No long sleeves are allowed under scrub tops.
- No bulky/large/chunky jewelry. Simple necklaces and post-earrings are allowed.
- No facial jewelry.

- No rings or bracelets of any kind.
- No hats of any kind are allowed in the Lab.
- Minimal makeup is allowed.
- No fake (Gel or Acrylic) nails. Nails should be short and natural in color without polish.
- Beards must be kept trimmed. No hair extensions or unnatural hair color.
- Good personal hygiene must always be maintained.
- Students will be responsible for sterilizing items.
- Students will be responsible for keeping soiled towels in the hamper and folding clean ones.
- Students will be responsible for informing their instructor or Program Director when an item needs to be reordered or restocked.
- Any accidents, injuries, or unexpected responses to intervention or skills being practiced should be immediately reported to the Lab Instructor.
- Students must report any unsafe situations to staff or faculty immediately.
- Though every effort is made to ensure that all equipment is functioning properly, students must notify the instructor of any broken or malfunctioning equipment.
- Absolutely no cell phones can be used during instruction time. If you are seen using your phone during class/Lab, your instructor will ask you to leave and has the right to send you home for the day.
- You are considered tardy at 1 minute past the start of class time. You will also be considered tardy if you leave class early. Weekly Lab Evaluations cannot be made up. The door will be locked 5 minutes after the start of class.
- Students are only allowed in the Lab when an instructor is present.
- No open-toed shoes are allowed in the Lab.
- Teamwork is expected.
- No food or drinks in the Lab/Classroom at ANY time.
- Weekly Lab evaluations cannot be made up. If a student is more than 15 minutes late, an absence will be recorded.

Lab Maintenance:

- Students are responsible for cleaning the Lab after every class as well as the weekly cleaning list.
- All equipment and treatment areas shall be cleaned following each use with an approved antimicrobial cleanser.
- All counter tops/flat surfaces will be cleared off and cleaned.
- Timers will be turned off and placed in the appropriate bin.
- Floors will be swept and mopped.
- Scrub sinks will be cleaned.
- All equipment will be wiped down with disinfectant wipes.
- All equipment and supplies should be returned to their storage areas at the end of each Lab/class.
- Trash will be collected and taken out.
- Students should adhere to the Hazardous Materials Safety Precautions while using chemical cleansers.
- No Lab equipment or supplies may be removed without written consent of the Lab Instructor.

Initial the Following:

- I understand that the Emergency Procedures information is found in the Lab.
- I understand that the MSDS binder is found in the Lab.
- I understand and agree to follow all Lab Safety and Maintenance Policies.

Needlestick/Sharps Protocols

Always Observe Standard/Universal Precautions

Should you *suffer a needlestick or any blood/body fluid exposure, immediately notify your preceptor*. Do not be embarrassed, and **DO NOT WAIT**. Drug prophylaxis following a high-risk exposure is time sensitive. Seek immediate help.

Scrub out and **immediately** clean the wound/exposure site with liberal amounts of soap and water.

Exposed oral and nasal mucosa should be decontaminated by vigorous flushing with water.

Exposed eyes should be irrigated with copious amounts of clean water or sterile saline.

Follow all facility protocols, including reporting the incident to the facility's Employee Health Service (if applicable).

If the facility has not already drawn the patient's blood, then they will need to do so before the patient is released from the facility. Once the patient has been released from the facility, he/she is under no obligation to return to have their blood drawn. **You will need to take the patient's blood samples with you to the Lab.** *Note the patient's name, hospital number, attending physician, and location. This will assist in determining the level of exposure from the source patient and help determine prophylactic treatment.*

Once facility protocols have been met, you **MUST** contact the Program Director, Julie Hamrick, immediately, and complete the required **Student Accident paperwork**.

<https://www.greatamericaninsurancegroup.com/report-a-claim>. This paperwork is time-sensitive and must be filled out the same day with no exceptions.

Immediate care of the body site:

1. Needlesticks and cuts: decontaminate the exposed or contaminated site immediately by washing with soap and water.
2. Splashes to the nose, mouth, or skin: flush with water.
3. Splashes to the eyes: Irrigate eyes with clean water, saline, or sterile irrigant.

Immediately following injury/exposure:

- Students should seek medical attention at the nearest Wellness Mart or their provider; an emergency room visit is usually not needed.
 - Medical attention may include cleansing and treating any wound, flushing splashes to the nose, mouth, or skin, irrigation of eyes with saline, obtaining the student's and the patient's blood for testing, and receiving advice regarding follow-up treatment and testing.

As soon as possible following injury/needlestick:

- *Seek medical care for the injury at the nearest Wellness Mart or your provider.*
- If the student has personal health insurance, please provide this to the Lab/provider, and once an insurance claim is made, they will be in contact with the student to get any invoices/ bills paid.
- If students do not have health insurance, they will provide the school with any bills for the insurance claim.

- For services/treatment beyond the initial visit, the student will be responsible.

[Home | WellnessMart | 57 Convenient Nationwide Locations](#) (locations near us are in San Jose, Hayward, Campbell, Pleasanton, and Mountain View). [Locations - WellnessMart](#)

Ms. Julie Hamrick, Program Director 408-640-2991 (Cell) and 408-883-9171 (Campus) jhamrick@svsti.com

Identification Badge Policy

The student identification badge and lanyard provided by SVSTI should be always worn at clinical sites and are recommended on campus. Replacement badges can be obtained by contacting the SVSTI Admissions/Enrollment Staff. The replacement cost of the badge and lanyard is \$20.00. If a student withdraws, fails, cancels, or drops, they will be required to pay the badge fee.

Emergency COVID-19 Absence Policy

If a student feels that they have COVID-19 symptoms, they need to be tested by the first missed class to fall under this policy. Unless it is after business hours, in which case the student needs to be tested the following morning. ***If you test positive for COVID-19, follow the reporting and isolation steps below:***

- Immediately report your COVID-19 positive test result to your instructor(s) and/or Program Director, as well as your externship site (*manager or educator*). A COVID-19 test must be done in a Lab (*not a home test*), and have your ***legal name on the test result document***.
- Stay home and isolate for a minimum of 3 days.
- If on day 3, you have no symptoms or your symptoms are mild and resolving (and you have no fever for *at least 24 hours without the use of fever-reducing medication*), then you must test again (*Lab Test*) and provide a new test result document with your legal name.
- You must provide a negative test result (*Lab test, not a home test*) with your legal name before you can return to campus/externship.

Additional Information:

- SVSTI provides students with a ***one-time*** COVID-19 emergency absence, allowing an extra 3 days for the ***entire Surgical Technology Program*** (*not per term*) or an extra 2 days for ***the entire Sterile Processing Program***.
- You must also follow the policy exactly as stated, or your absence(s) will not be accepted under this Policy.
- SVSTI does not allow make-up of missed assignments or exams. Students will receive a zero on any missed assignments/exams during their absence.
- Anything over *3 emergency absences* for Surgical Technology or *2 emergency absences* for Sterile Processing will **not** be excused (*please refer to the attendance policy*) and could affect your grade and/or your status in the program.

If, for any reason, your Dr. does not let you test in a Lab, you will not be able to use the emergency absences (only the regular allotted absences for your program). You can also get tested at CVS, Walgreens, or a Lab.

I acknowledge and understand the above COVID-19 policy.

Classroom Expectations and Lab Rules

- You are expected to be in class on time (**be early, 1 minute** after the start of the class is considered tardy. More than **15 minutes late** is considered **an absence.**)
- Leaving **15 minutes EARLY is considered tardy; exceeding 15 minutes is considered an absence.**
- Failure to sign in before class begins is considered an absence. **You MUST sign in before class begins!**
- **Sterile Processing Students - 2 tardies** are an **absence**. No more than 2 absences are accepted for the **ENTIRE** program. This includes **ANY** tardies.
- **Surgical Technology Students - 3 tardies** are an **absence**. No more than 3 absences are accepted during each 16-week term, **except** for clinical rotation where students are only allowed 2 absences for the entire extern. This includes **ANY** tardies.
- **Phones remain in a designated bin or locker (NOT in Classroom/Lab)** on vibrate or off, unless pre-approved by instructor(s). **NO** pictures or videos taken unless pre-approved by instructor(s).
- You must adhere to the **Lab Safety and Maintenance Policies**.
- **No smoking or vaping** on the premises.
- No hanging out, learning, or sitting at the table(s) during Lab.
- No bathroom breaks during scheduled class unless pre-approved by the instructor (to prepare you for the field).
- No food or drinks permitted at any time during class/Lab.
- Questions are welcome, but arguing will not be tolerated.
- No make-up assignments, quizzes, competencies, or tests are given.
- All paperwork must be legible and have your name and date on it to receive credit.
- Teamwork is required. Turnover and/or clean-up must be shared equally.
- Students who have signed up for any Open Lab must attend or give 48 hours' notice; they will not be in attendance. If a 48-hour notice is not received through Band (Surgical Technology) or Canvas (Sterile Processing), it will result in a tardy.
- A passing grade must be maintained throughout the program. Failure to meet the passing grade requirement will result in academic disciplinary action, which may include probation and dismissal. This includes any associated fees with repeating a course (if applicable).
- Policy on cheating (Academic Honesty). Dishonesty includes but is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to SVSTI faculty and staff (including competencies and/or finals). This included sharing information while testing hands-on skills in the Lab.
- Failing a term does not guarantee eligibility to repeat that term automatically. Students must re-qualify to repeat a failed term. This will need to be approved by your instructors and the Program Director.
- No Apple watches at any time during instruction.
- No coaching. No students should coach other students unless otherwise instructed.
- **Uniform requirements** must be followed: black scrubs, surgical hats, and jackets are required. Closed-toe, wipeable, fluid-resistant shoes only. Additionally, no nail polish, false lashes, or unnatural hair is allowed.
- **English MUST BE SPOKEN AT ALL TIMES**. Please refrain from speaking in any language other than English during class time and Lab.
- **Students may NOT leave the Lab** (even to use the restroom) until the instructor has **dismissed** the class.
- **Weekly assignments** are due as posted in the syllabus and Canvas. **Points** are deducted by **15% EACH day past the assignment due date**. All assignments must be completed by Wednesday of the last week in the term.

- **Sterile Processing Lab Competencies** are completed during Lab time, and a passing grade of **70% or higher** must be obtained on **EACH** Competency to be eligible to move forward with the program and/or take the course final. No make-up Competencies allowed.
- **Surgical Technology Lab Competencies** are completed during Lab time, and a **PASS** on each Lab Skill must be achieved. A **PASS** is 100%. Please refer to the Surgical Technology Competency Policy.
- In addition to the requirements for Lab, the lecture portion and/or online coursework must be **completed**. Home study, memorization, and knowledge of surgical instruments are essential for success in the Classroom, Lab, Externship, and future employment.
- **All immunizations and BLS** are due by the **2nd week of class for Sterile Processing and 2nd week of Term 2 for Surgical Technology**. If all immunizations and/or externship requirements are not received by Week 5, students may be dropped from the course or required to repeat the program, which will result in additional fees.
- **Students are expected to always maintain a respectful and professional demeanor**. Disrespectful and/or unprofessional behavior or language will result in dismissal, resulting in an absence. Continued disrespectful and/or unprofessional behavior or language may result in expulsion.
- **No swearing or unprofessional language** at any time in the Classroom, Lab, and Externship.
- At the end of class each day/week, students are required to present **all opened sets** to the instructor for **inspection and verification**.
- Supplies are not disposable; **please do not throw any supplies away** (e.g., indicators, wraps, gowns, gloves etc.). We reuse everything to save costs and supplies. PPE is typically in short supply; please bring your own mask and reuse gloves, gowns, and other supplies during the course. Do not throw away blue towels or reusable gowns; instead, put them in the linen hamper.
- Students **may not be under the influence of ANY substance AND/OR alcohol** in the Classroom, Lab, Externship, certification prep, etc. SVSTI and/or your clinical site have the right to require a drug test or dismiss you if you are suspected of being under the influence of drugs and/or alcohol. You may be removed from campus or clinical site and/or expelled from the program if found to be under the influence.

Infraction of ANY of the above requirements may result in an SSP and/or dismissal from class, and/or clinical site for the day, which will also result in an absence. Two (2) SSP's may result in probation or dismissal from the Sterile Processing Program.

Infraction of ANY of the above requirements may result in an SSP and/or dismissal from class, and/or clinical site for the day, which will also result in an absence. Three (3) SSP's may result in probation or dismissal from the Sterile Processing Program.

Surgical Technology Core Performance Standards

The Surgical Technology Program at SVSTI prepares and educates students to become entry-level Surgical Technologists in operating rooms. The profession's scope of practice requires demonstration of responsibilities and accountability within the role and competencies expected of a Surgical Technologist. It is important to note that the profession of Surgical Technologist is one that is physically, mentally, and emotionally demanding. Indicated below are several examples of the scope of practice, roles, and competencies that will be encountered.

SVSTI is committed to providing reasonable accommodation in its academic programs to qualified individuals with disabilities, including but not limited to learning disabilities. A reasonable accommodation is one that does not require a fundamental alteration to the nature of the program or lower academic and/or clinical standards.

Throughout the program, students must be able to perform in a reasonably independent and timely manner that does not affect the quality of care, the safety of patients or other individuals, and in a way that does not adversely affect SVSTI, clinical affiliates, or any member of the healthcare team.

Students must have aptitude and abilities in six areas: sensory ability and skills, fine and gross motor skills, strength, mobility, and physical endurance, the ability to communicate, comprehend, read, and write in English, behavioral stability, and cognitive ability and critical thinking skills.

It is the student's responsibility to understand the duties, responsibilities, skills, and abilities required to be a surgical technologist. In addition to the technical standards described below, students are encouraged to review the information regarding surgical technologists at [Surgical Technology \(svsti.com\)](http://SurgicalTechnology(svsti.com)).

The following list is not meant to be all-inclusive, but instead, it offers examples of required activities. Students are encouraged to review the standards carefully; if there are any questions or concerns, they should be discussed with the Chief Academic Director of SVSTI.

Core Performance Standards

- Able to stand, bend, and/or sit for long periods of time in one location with minimum/no breaks.
- Able to lift a minimum of 20 pounds.
- Able to refrain from nourishment or restroom breaks for periods of up to six hours.
- Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing eye protection.
- Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
- Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet.
- Hear activation/warning signals on equipment.
- Able to detect odors sufficient to maintain environmental safety and patient needs.
- Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.
- Ambulate/move around without assistive devices.
- Able to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
- Able to effectively communicate with others, both verbally and in writing.
- Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively. Able to retain information.
- Able to make appropriate judgment decisions.
- Demonstrate the use of positive coping skills under stress.
- Demonstrate calm and effective responses, especially in emergency situations.
- Exhibit positive interpersonal skills during patient, staff, and faculty interactions.
- Perform all laboratory and Clinical Skills within a pre-established timeframe that ensures safe patient care. To be free of reportable communicable diseases and chemical abuse.

- Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination using assistive devices (having the ability to work quickly and safely in emergent situations is VERY important).
- To be free of reportable communicable diseases and chemical abuse.
- Able to perform repetitive movements and bend, move, and twist your body for extended periods of time.

Sterile Processing Essential Functions

A sterile processing technician performs various functions in sterilizing and assembling all the equipment required for surgery, exams, and other medical procedures. They are also typically responsible for monitoring stock levels, taking inventory, and ordering equipment as needed.

The typical sterile processing technician job description consists of the following major duties, tasks, and responsibilities:

- Retrieves contaminated supplies and delivers sterile supplies to where needed.
- Undertakes manual cleaning of instruments and equipment to remove contaminants.
- Responsible for the operation and maintenance of decontamination equipment.
- Applies a detailed orientation in the examination of instruments and equipment to ensure they are clean.
- Actively monitors as well as operate sterilization equipment such as an autoclave.
- Tests and reports detected problems with sterilizing equipment.
- Responsible for keeping records of items that have been cleaned and sterilized.
- Ensures to remove all waste matter from equipment and carts.
- Responsible for restocking crash carts.
- Responsible for organizing, storing, and keeping records of sterile supplies.
- Responsible for checking the expiration dates on supplies.
- Responsible for maintaining a clean work area following established departmental policies and procedures, and infection control standards.
- Operates all mechanical machinery within the sterile processing unit, including cart washers, instrument washers, steam sterilizers, low-temperature sterilizers, and ultrasonic and drying cabinets.
- Applies established policies and procedures in completing work assignments.
- Undertakes continuous education and training in all areas of sterile processing, including decontamination, cleaning, assembly, wrapping, sterilization, and storage processes within all set professional standards and regulations.
- Refers all decisions beyond the personal scope of responsibilities to the appropriate unit.
- Responsible for reporting broken instrumentation.

Special Qualifications:

In addition to minimum requirements regarding reading, writing, and memorization skills, the student must, unassisted:

- Able to make appropriate judgment decisions.
- Demonstrate the ability to comprehend and interpret written material.
- Demonstrate the use of positive coping skills during patient, staff, and faculty interactions.
- Follow written and oral/verbal instructions in English.
- Possesses short-term and long-term memory sufficient to perform tasks, e.g., mentally tracking surgical supplies and performing required skills.
- Synthesize information from written material and apply the knowledge to various situations.

Psychomotor Qualifications:

- Hearing – normal, corrected, or aidable. Hear and understand muffled communication without visualization of the communicator’s mouth/lips and within 20 feet. Hear activation/warning signals on equipment.
- Vision – normal, corrected. Demonstrate sufficient visual ability to load a fine (10-0) suture with/without corrective lenses and while wearing safety glasses. Demonstrate sufficient peripheral vision to anticipate and function while in a sterile surgical environment.
- Touch – normal tactile sensitivity. Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination.
- Smell – able to detect odors sufficient to maintain environmental safety and patient needs.

Physical Qualifications:

- Able to stand, walk, bend, stoop, and/or sit for long periods of time in one location with minimum/no breaks.
- Able to lift a minimum of 35 pounds, pull 75 lbs., push 100 lbs.
- Able to refrain from nourishment or restroom breaks for periods of up to 6 hours.
- Ambulate/move around without assistive devices.
- Able to assist with and/or lift, move, and manipulate heavy instrument sets and equipment.
- Walk, bend, stoop, kneel, stand, twist, sit, carry, lift, and reach hands overhead.

Communication Qualifications:

- The ability to interact and verbally communicate with others. Demonstrate positive interpersonal skills during patient, staff, and faculty interactions.
- Demonstrate calm and effective responses, especially in emergency situations.
- Knowledge of basic written, grammar, and spelling skills.
- Ability to communicate and understand fluent English both verbally and in writing.

I have read and agree with the above functions for this Program and position.

Sterile Processing Additional Charges

- Students are responsible for paying for their textbook \$135 +: The Basics of Sterile Processing Textbook, 7th edition, Sterile Processing University LLC. You only need the coursebooks; students are not required to purchase the workbook (this is optional). Some students may choose to purchase their coursebooks from Amazon, eBay, or other sources (prices may vary). **7th edition ONLY.**
- Students are responsible for paying for their CBSPD certification \$128+, which is paid to the Certification Board for Sterile Processing and Distribution.
- Students are responsible for their own drug testing for \$55+ and background checks \$55+, for a total of \$110+.
- Students are responsible for paying \$70 for their BLS class (if the student decides to sign up for the class offered at SVSTI). **ONLY AMERICAN HEART ASSOCIATION BLS PROVIDER.**
- Immunizations or any other requirements required per clinical site are the student’s responsibility.
- Students are responsible for black scrubs, scrub caps (can purchase a cap if preferred over disposable), wipeable closed-toed shoes.
- Students are responsible for their own supplies: laptop/tablet/desktop.
- Badge replacement is \$20
- Diploma replacement \$20

Surgical Technology Additional Charges

- Students are responsible for purchasing Cengage eBooks and MindTap \$199.98+. For a 1-year unlimited access platform but will need to purchase a 2nd year for the Degree Program for a total of \$399.98+. **DO NOT PURCHASE INDIVIDUAL BOOKS.**
- Students are responsible for purchasing their AST Membership, Study Guide, and Exam \$247+, which would need to be paid during the 2nd term.
- Students are responsible for purchasing Surgical Counts \$39.95+ (needed to be paid before externship), and access is required to record externship surgical cases.
- Students are responsible for their own drug testing for \$55+ and background checks \$55+, for a total of \$110+.
- Students are responsible for paying \$70 for their BLS class (if the student decides to sign up for the class offered at SVSTI). **ONLY AMERICAN HEART ASSOCIATION BLS PROVIDER.**
- Immunizations or any other requirements required per clinical site are the student's responsibility.
- Students are responsible for black scrubs, scrub caps (can purchase a cap if preferred over disposable), wipeable closed-toed shoes.
- Students are responsible for their own supplies: laptop/tablet/desktop.
- Badge replacement is \$20
- Degree replacement \$20

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits earned at SVSTI is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate and/or degree you earn at SVSTI is also at the complete discretion of the institution to which you may seek to transfer. If the certificate, degree and/or credits that you earn at SVSTI are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending SVSTI to determine if your certificate, degree and/or credits will transfer. The fee for SVSTI to provide official transcripts is \$20 for each requested copy.

Transfer Credit Policy

Educational credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be evaluated for transfer to Silicon Valley Surgi-Tech Institute's (SVSTI) Surgical Technology program if a grade of "C" or better was earned. Transfer credits are also evaluated for acceptance in accordance with Silicon Valley Surgi-Tech Institute requirements. Official transcripts documenting coursework must be provided at enrollment for the Surgical Technology Program. If official transcripts from any/all institutions attended are not provided prior to enrollment, students must complete the required course(s) with Silicon Valley Surgi-Tech Institute. Silicon Valley Surgi-Tech Institute does not offer credits through challenge exams and achievement tests. SVSTI will accept credits through challenge exams and achievement tests as listed herein the transfer policy. SVSTI may ask for additional supplemental information such as a syllabus or course description that will support your request to transfer credits to SVSTI.

Students must complete at least 25% of the program requirements at Silicon Valley Surgi-Tech Institute.

Silicon Valley Surgi-Tech Institute maintains a record of all transfer credit evaluations and maintains transcripts received for evaluation within the student's record. These transcripts become the property of Silicon Valley Surgi-Tech Institute and are not copied or forwarded to other institutions.

Courses will be considered for credit transfer if:

- The educational quality is commensurate with the SVSTI course for which the student seeks credit
- The content, scope, and rigor of the acquired learning is comparable to that offered by SVSTI.
- 3 or more credit hours
- Grade received is a C or higher (2.0 or above on a 4.0 scale)
- Transfer credits must have been earned within 15 years for Gen Ed course(s) to be considered because typically, advancements in the field evolves the understanding or practical methodologies used within them. Because methodologies taught then may be considered outdated now (prior to enrollment), and course content can vary between schools, all transfer credit is reviewed on a course-by-course basis.
- Transfer credit can be awarded if the course comparability aligns with SVSTI Gen Ed courses.
- Courses may not be accepted for transfer if the content is misaligned, there is not enough information to determine compatibility; the course presented does not carry enough credit hours to be accepted; the grade presented falls below SVSTI's acceptable threshold; or the course is deemed non-transferable thus making it ineligible to receive transfer credit regardless of prior education.
- Final decisions on academic credit for transfer credits are made by the General Education Coordinator or the Chief Academic Director
- All approved transfer credits will be deducted from your tuition.

Currently SVSTI does not collect any fees from students transferring credits or assessment fees for transfer credits. SVSTI currently does not award credit for prior experiential learning. SVSTI can evaluate prior Surgical Technology coursework only from a CAAHEP or ABHES accredited program for credit transfers. If prior Surgical Technology education from an accredited program is found equivalent to the SVSTI Surgical Technology Program, the applicant is required to take a skills competency evaluation to determine skills and to ensure correct placement into the program.

Block Transfer Acceptance

Completion of a bachelor's degree or higher from an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), will fulfill SVSTI's Gen Ed requirements for the Associate of Applied Science in Surgical Technology Degree. Must have a GPA of 2.0 or higher and earned the bachelor's degree within the last 15 years to qualify for block transfer acceptance.

Credit for Prior Learning

Credit for Prior Learning may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board (see AP 4236 Advanced Placement Credit).
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Achievement of an examination administered by other agencies approved by the discipline faculty.
- Assessment approved or conducted by the discipline faculty of the college.

Credit may be awarded for prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog.

Advanced Placement (AP) Credit

SVSTI participates in the Advanced Placement program to recognize college-level academic achievement prior to enrollment. AP scores must be 3 or higher to be transferred. AP Scores are equivalent to the following transferable grades; 5=A, 4=B, 3=C.

Final decisions on academic credit for some AP scores are made individually by the General Education Coordinator and/or Chief Academic Director.

College Level Examination Program (CLEP)

The College Level Examination program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material and consecutively earns college credit(s). CLEP tests with a score of 50 or higher with a credit of 3 units or higher must be obtained to be considered as transfer credits.

**CLEP with study.com students must sign up for the College Saver Plan or the College Starter Plan (not the CLEP Test Prep Plan).* [College Credit | Pricing | Study.com](#)

The College exam completed MUST come with a transcript and be provided to SVSTI [How Do I Request a Transcript from Study.com? : Study.com](#)

[Study.com](#) students will need to earn a 70% or higher to successfully earn the College Credits for transfer.

All transferable credits must meet the following criteria:

- The credits must be earned at an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), **OR**
- Be recommended college credits evaluated by the American Council on Education (ACE), or the National College Credit Recommendation Service (NCCRS).

All transferable credits are subject to review and approval by SVSTI and reserves the right to deny any transfer credits that do not meet institutional or program standards.

List of Courses that are acceptable from [study.com](#)

Course Title	URL	# ACE Credit	Type ACE Credit
Computer Science 103: Computer Concepts & Applications	https://study.com/academy/course/computer-science-103-computer-concepts-applications.html	3	LOWER
English 104: College Composition I	https://study.com/academy/course/college-composition-writing-course.html	3	LOWER
Math 102: College Mathematics	http://study.com/academy/course/college-mathematics-course.html	3	LOWER
Psychology 101: Intro to Psychology	http://study.com/academy/course/psychology-101.html	3	LOWER
Communications 102: Interpersonal Communication	https://study.com/academy/course/communications-102-interpersonal-communication.html	3	LOWER

Compass/ACT Scores

COMPASS Score: 45-100 or ACT Score: 21. You are eligible for: MAT101.

COMPASS Score: 75-100 or ACT Score: 18. You are eligible for: ENG101.

Admission Requirements for Applicants with Foreign Degrees/Foreign Academic Evaluations:

In addition to the Admission Requirements and Procedures listed previously, applicants who have degrees from foreign institutions of higher education must have these credentials evaluated by a recognized evaluating agency such as:

- World Education Services, Inc. (www.wes.org)
- International Education Research Foundation, Inc. (www.ierf.org)
- Educational Credential Evaluation, Inc. (www.ece.org)

Applicants to the SVSTI Degree Program must obtain a credential evaluation from a credential evaluation service approved by SVSTI (such as the 3 examples above).

SVSTI recommends that applicants obtain a course-by-course evaluation. This evaluation is intended to ensure that the foreign courses and degrees are equivalent to the courses and degrees offered by institutions of higher education in the United States.

Foreign Transcripts and Their Evaluation:

All students who have obtained their undergraduate degree outside of the United States must submit a copy of the earned degree and official transcripts in English. Students must also have their official degree transcripts evaluated by a 3rd party evaluation service to show what type of degree the student has and the grade equivalent (GPA) in the U.S. format. The official document by-document credential evaluation with the GPA calculation must be sent directly to SVSTI by the evaluating party via email or mail.

Students may refer to <http://naces.org/members.htm> to select an alternate evaluation service. The approved evaluation services listed at www.naces.org are not related to SVSTI and any fees for the evaluation service will be the responsibility of the student. If a student wishes to transfer courses from a foreign university, then a course-by-course evaluation (GPA calculation included) will be required. If your transcripts are issued in a language that is NOT English, you will be required to have your transcripts translated, if you are requesting for-credit transfer. Suggested translation service: <https://www.universal-translation-services.com/services/certified-translations/diploma-translation-services/>

All transfer credits and block transfers will be approved by the Distance Education Coordinator and/or Chief Academic Director. Sterile Processing Foreign High school transcripts need to be evaluated, however a foreign bachelor's degree does not.

Additional Information

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, telephone #'s: (916) 574-8900, or (888) 370-7589 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site address: www.bppe.ca.gov

Telephone #'s: (888) 370-7589 or (916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

SVSTI has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition nor has had a petition filed against the institution within the past five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

SVSTI retains all academic and financial student files, whether the student completes the educational service, on campus at 1300 Fulton Place in Fremont, CA in a locked file office. Student files contain all academic records, BLS certificates, grade print out(s), transcripts, immunization records, externship records, high school diplomas, copy of student's driver's license, address and legal name attestations, and invoice/payments. All enrollment documents such as, but not limited to, enrollment agreement, performance fact sheet, and catalog sign off sheet are retained electronically. Retention of student records will be for five (5) calendar years via paper form and indefinitely for any electronic records.

SVSTI does not offer housing nor is it responsible for finding or assisting students in searching for housing. We do not have dormitory facilities, however there are plenty of apartments and housing available near the campus at 1300 Fulton Place in Fremont, CA. The average rent is \$2,537 for a one-bedroom apartment in Fremont.

We are located near 880, 680, 237, 101, 82, 280 and 87 Highways, as well as the Bart and Caltrain. Valley Transportation Authority Services (VTA) and Bus Lines are nearby.

This Academic Catalog is available on our website at <http://svsti.com> and can also be emailed to students upon request. The Catalog is updated annually. An addendum and/or date of changes will be inserted if any changes are made before scheduled review cycles.

ACADEMIC HOLIDAY CALENDAR

2025

- *Easter, April 20, 2025*
- *Memorial Day, May 23-26, 2025*
- *Independence Day, July 4, 2025*
- *Labor Day, August 29-September 1, 2025*
- *Veterans Day, Tuesday November 11, 2025*
- *Thanksgiving Break, Thursday Nov. 27 2025*
- *Winter Break, December 24, 2025- January 2, 2026 (except weekends for Sterile Processing)*

2026

- *Easter, April 5, 2026*
- *Memorial Day, May 23-25, 2026*
- *Independence Day, July 3-5, 2026*
- *Labor Day, September 4-7, 2026*
- *Veterans Day, Tuesday November 11, 2026*
- *Thanksgiving Break, Thursday Nov. 26 2026*
- *Winter Break, December 24, 2026- January 1, 2027 (except weekends for Sterile Processing)*

2027

- *Easter, March 28, 2027*
- *Memorial Day, May 28- May 31, 2027*
- *Independence Day, July 2-5, 2027*
- *Labor Day, September 3-6, 2027*
- *Veterans Day, November 11, 2027*
- *Thanksgiving Break, November 25, 2027*
- *Winter Break, December 24, 2027- January 2, 2028*

Sterile Processing Schedule

Start Date	End Date
10/11/2025	11/23/2025
12/06/2025	01/18/2026
01/31/2026	03/15/2026
03/28/2026	05/10/2026
05/23/2026	07/12/2026
07/18/2026	08/30/2026
09/12/2026	10/25/2026
11/07/2026	12/20/2026

Surgical Technology Schedule

*E=Evening (5pm-9pm) M=Morning (830am-1230pm)

Start Date	EOT	Core Grade Date	Degree Grad Date	AM/PM
09/30/2024	01/31/2025	09/19/2025	01/30/2026	E
02/03/2025	05/23/2025	01/30/2026	05/22/2026	M
06/02/2025	09/19/2025	05/22/2026	09/18/2026	E
09/29/2025	01/30/2026	09/18/2026	01/29/2027	M
02/02/2026	05/22/2026	01/29/2027	05/21/2027	E
06/01/2026	09/18/2026	05/21/2027	09/17/2027	M

Student Grievance

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by an instructor, a faculty member, an administrator, an official of SVSTI or another student. Student complaints may be classified as grievances and fall into four categories: Academic, Non-Academic, Discrimination, and Financial Aid Challenge.

- A. Academic Grievances: When grades are provided for any course of instruction taught at SVSTI, the grade allocated to each student shall be the grade determined by the instructor of the course. The determination of the student's grade by the instructor, in the absence of mistakes, fraud, bad faith, or incompetency, shall be final (Education Code Section 76224(a). If a student files a grievance relative to a grade, he/she

must demonstrate that “mistake, fraud, bad faith, or incompetency” is the reason for the grade assignment. The student must follow the Student Complaint and Grievance Procedures found on SVSTI’s website, <http://svsti.com>

- B. Non-academic Grievances: As used in this section, grounds for a non-academic grievance include, but are not limited to the following: any act or threat of intimidation, any act or threat of physical aggression, arbitrary action, violation of student rights, or imposition of sanctions without proper regard to SVSTI’s policy as specified in the Administrative Procedures, Course Repetition, Withdrawals, and Enrollment Fees. Students may file complaints related to course repetition, withdrawals or enrollment fees based on evidence of extenuating circumstances. Students should submit written documentation with supporting documents. Action will be taken by the appropriate administrator. Written documentation may be submitted to the Chief Academic Director within 30 calendar days.
- C. Discrimination Complaints: Students wishing to file discrimination complaints on the basis of ethnic group identification, national origin, religion, age, sex or gender, gender identity, sexual orientation, race, color, ancestry, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these perceived characteristics, and any other category of unlawful discrimination should contact SVSTI’s Chief Academic Director. · OCR (Office of Civil Rights) <https://www2.ed.gov/about/offices/list/ocr/know.html?src=ft>
- D. We do not offer Financial Aid currently.

If a student obtains a loan to pay for an educational program, the student is responsible for the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

Student Complaint Policy and Log

Students may file a complaint when they believe that a faculty or staff member has violated the following: dissatisfaction expressed by a student because he/she believes that a policy, procedure, or practice has occurred that adversely affects the student and/ or allegations of discrimination by reason of race, sex, national origin, disability, religion, or other areas covered by federal or state laws, guidelines, and regulations. Individuals are strongly encouraged to make every attempt to resolve matters through the appropriate administrative processes.

Complaint Procedure

A written complaint filed with the administrative office must contain the following information:

1. Student name
2. Description and date of the issue or concern.
3. Names of persons, department, or policy responsible for the complaint (if known)
4. Description of any actions taken informally to resolve a problem or concern.
5. Recommendation as to what could be possible resolution(s) of the complaint.
6. Any background information is believed to be relevant.
7. Signature and date of the student filing the complaint.

Complaint Resolution

Any student who believes that his/her rights as a student have been infringed upon should initiate a written Student Complaint with the Administrative Office within thirty (30) working days of the incident unless extenuating circumstances necessitate additional time. The student filing the complaint will be informed of

the action taken or progress accomplished within thirty (30) working days of the filing date of the complaint unless extenuating circumstances necessitate additional time. Moreover, the student shall be informed, along with the nature of the extenuating circumstance, if more than fifteen (15) days is required.

Student Complaint Log

The information in the log of student complaints, which is maintained by Silicon Valley Surgi-Tech's administrative offices, includes the following confidential information on each complaint:

1. Date the complaint was submitted.
2. Nature of the complaint.
3. Steps taken to resolve the complaint, and all documentation associated with those steps.
4. Date and the final resolution, action, or explanation regarding the complaint, including referral to outside agencies; and
5. Any other external actions initiated by the student to resolve the complaint (e.g., lawsuit, EEOC investigation, etc.)

Grievances must be filed no later than 30 instructional days, Monday through Friday, when classes are in session, after the beginning of the primary term following the alleged violation, or 30 instructional days from the time that the student learns of the basis for the grievance. Students are required to meet with the Director regarding the grievance prior to starting the process to establish deadline dates. The following is SVSTI's approved process to pursue grievance:

Informal Process

Statement of Grievance - Level I: Any student who believes an injustice or a violation of State, Federal, or SVSTI's policies, laws, or regulations has occurred should try to resolve the problem through informal consultation, before filing a formal grievance (Level II). The Statement of Grievance (Level I) must be documented to ensure that the student followed the informal resolution process. Within three days of initiating the grievance with the Chief Academic Director, the student must submit the Statement of Grievance (Level I) to a faculty member. The student will have 20 instructional days to meet with the faculty member, and the Chief Academic Director.

Formal Process Grievance Review

If the student believes the issue has not been resolved satisfactorily at Level I, the student must meet with the Director to establish deadlines for Level II. The subsequent procedures are to be followed:

1. The student shall file a Formal Grievance form with the Student Success Faculty within 10 instructional days after completing.
2. The Director is responsible for informing the aggrieved student of his/her rights, responsibilities, and procedures.
3. The employee against whom the grievance is filed will be sent a copy of the student grievance (Levels I and II) by the Chief Academic Director within 10 instructional days.
4. The student/faculty member will have 15 instructional days to submit a response.
5. Both the student and faculty members involved may solicit documentation from other persons to support their position.
6. The written grievance and written response by the employee shall be forwarded to the Director.

Appeal Process

If either party is dissatisfied with the decision of the Director, an appeal may be submitted to the board members. Such an appeal must be submitted to the board members within 10 instructional days after notification of the decision. The board members have 10 instructional days to respond to the appeal. The board members can uphold and support the original requested outcome or the decision. The board members' decision shall be final.

Federal Education Rights and Privacy Act (FERPA): SVSTI respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. FERPA is a federal law that affords students' rights with respect to their education records. An education record is a record which contains information that is personally identifiable to a student, and which is maintained by SVSTI. Under FERPA, certain types of records (for example, confidential reference letters, certain security records, and records kept by school officials for their own personal reference) are exempt from the definition of an education record and are not made available to students. FERPA affords students the following rights with respect to their education records: The right to inspect and review one's own education records - Students have the right to review their education records within 45 days of the day that SVSTI receives their request. Students must submit a written request to the Director that identifies the record(s) they wish to inspect. SVSTI will make arrangements for access and notify the student of the time and place where the records can be inspected. SVSTI refunds tuition if a student cancels an enrollment agreement or withdraws during a period of less than 60% of attendance and shall be a pro rata refund.

Faculty Grievance

The claim of an individual employee that there has been a violation, misinterpretation or misapplication of a rule, policy, or procedure in relation to personnel policies, including working hours, working conditions, leaves, and other conditions of employment. It is the policy of SVSTI to provide an immediate and fair method to address grievances of faculty or academic staff members in order to resolve work related problems or conditions that may arise between the school and an employee or between two employees. A faculty or academic staff member who feels aggrieved should first seek an informal resolution with the program Director. If a problem cannot be resolved informally, the employee has recourse to this established grievance procedure. Faculty or academic staff members do not have the right to appeal through the grievance policy and procedures related to salary, appointment, or reappointment.

Steps to be followed:

1. The employee discusses his or her grievance directly with the Chief Academic Director within ten working days of the occurrence. Grievance will be discussed fully with the employee. A decision will be rendered and justification for the decision will be made in writing within five working days of the initial meeting.
2. If the Chief Academic Directors decision is not acceptable to the griever, the griever may request, in writing, a review by the board members within five working days of notification of the Chief Academic Director's decision. A meeting will then be scheduled. The meeting must be scheduled within ten working days of the notification of the review. The board members hear the grievance, will render a decision, and provide justification for the decision in writing. The decision is either rendered at the meeting or within but not later than five working days after the meeting.

If the student withdraws from the program after the period allowed for cancellation of the agreement and has completed 60% or less of the period of attendance (Term), SVSTI will calculate whether a tuition refund is due, and if so, will process a refund within 45 days following the student's withdrawal. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to the aid programs in the order

required under Federal Law. For non-federal student financial aid program monies, the institutional/California state refund policy shall be a pro rata refund of monies paid for institutional charges for students who have completed 60 percent or less of the period of attendance. The pro rata percentage is based on days of attendance within the period of attendance. If any portion of those charges were paid from the proceeds of a non-federal loan, the refund will be returned to the lender or to the guarantor of the loan, if any. Any remaining balance will be returned to the student.

PERSONAL IDENTIFIABLE INFORMATION:

SVSTI is required to collect the social security number (SSN), gender, ethnicity, citizenship status, and driver's license number for a variety of legally mandated activities, including income tax reporting and administration of federally supported Financial Aid programs. Gender, ethnicity, citizenship, and date of birth are not used in determining admission. The SSN is not used as the student's primary identification.

SVSTI has adopted privacy policies and practices designed to protect student educational records and information. Only information required to efficiently conduct our business and meet state and federal reporting requirements is collected. The information collected is only disclosed as permitted under the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

NONDISCRIMINATION POLICY:

SVSTI is an educational institution that admits academically qualified students without regard to gender, age, religion, national origin, sexual orientation, political affiliation or belief, or disability, and affords students all rights and privileges, programs, employment services and opportunities generally available. SVSTI complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate based on disability.

AMERICANS WITH DISABILITIES ACT

Silicon Valley Surgi-Tech Institute complies with the provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and all applicable federal, state, or local laws that prohibit discrimination based upon a person's disability. It is Silicon Valley Surgi-Tech's policy that no qualified student be excluded from participating in any program or activity or be subjected to discrimination regarding any program or activity due to his or her disability. To better serve its students and applicants, Silicon Valley Surgi-Tech Institute may provide reasonable accommodation/modifications to qualify individuals with disabilities in accordance with the roles and responsibilities of a Surgical Technologist in the Operating Room or a Sterile Processing Technician in Central Supply. The individual must meet the essential eligibility requirements of Silicon Valley Surgi-Tech to participate in programs or activities with or without reasonable accommodation/modification. Students who need accommodation/modification should notify the administrative offices at the time of enrollment. The student will be required to provide supporting documentation of disability/diagnosis at enrollment. All requests are evaluated on a case-by-case basis. Acceptable proof may include, but is not limited to, a diagnosis of the disability, test results, and/or evaluations provided by a medical doctor or psychologist completed within the past five years.

HEALTH REQUIREMENTS:

The student must provide proof that required health tests have been completed before they may be released to any Externship or clinical site. The tests may consist of Tuberculosis (TB screening), Chest X-Ray, MMR, Hepatitis, or COVID. All costs associated with these tests and providing this information to SVSTI are the students' responsibility.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a Surgical Technologist or Sterile Processing Technician.

***Students may not be under the influence of ANY substance AND/OR alcohol during class, externship, certification prep, etc. SVSTI and / or your clinical site have the right to require a drug test or dismiss you if you are suspected to be under the influence of drugs and/or alcohol. You may be removed from campus or clinical site and/or expelled from the Sterile Processing Program if found to be under the influence.**

Rules and Regulations for Sterile Processing and Surgical Technology may be found in the Student Handbook for that program. It is the student's responsibility to read the handbooks, they can be found on the website at [SVSTI Handbooks](#)

EQUAL EMPLOYMENT OPPORTUNITY:

Silicon Valley Surgi -Tech Institute is an Equal Opportunity Employer. Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

It is the policy of Silicon Valley Surgi-Tech Institute to promote equal employment opportunities through a positive continuing program. This means that Silicon Valley Surgi-Tech Institute will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, pregnancy, sexual orientation, gender identity, national origin, citizenship status (including documented abuse), age, disability, veteran status, or genetic information. Additionally, it is the policy of Silicon Valley Surgi-Tech Institute to provide an environment for each Silicon Valley Surgi-Tech Institute job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, pregnancy, sex, sexual orientation, gender identity, or national origin, citizenship status, age, disability, veteran status, or genetic information.

Silicon Valley Surgi-Tech Institute is an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

This policy shall be posted in places conspicuous to all members of the faculty, staff, and student body. It shall be communicated to all applicants for employment and admission; and it shall be given such external dissemination as is necessary to inform and secure the cooperation of individuals and organizations constituting sources of employment and student referrals to Silicon Valley Surgi-Tech Institute. The "Equal Opportunity is the Law" poster is posted in the faculty/staff/student breakroom. Copies of this document in other languages are available at <https://www.dol.gov/agencies/ofccp/posters>.

For more information about Silicon Valley Surgi-Tech Institute's EEO program, including procedures for filing a complaint of discrimination and its commitment to affirmative action in hiring minorities, women, persons with disabilities and veterans, please see the Administrative Office.

POLICY AND PROCEDURES FOR COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY:

SVSTI does not participate in the Student and Exchange Visitor program to provide Visa services or vouch for student immigration status. SVSTI does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. English language proficiency equivalent to a High School Diploma or high school equivalency diploma is required.

Although SVSTI only offers classes in English, SVSTI will gladly refer potential students to ESL programs offered for free by the county to improve their level of English comprehension. Students must be able to read, write, understand, and communicate in English to be successful in these programs. If a student is unable to demonstrate proficiency, he or she may be unable to attend any future classes at SVSTI until demonstration of proficiency can be met.

Silicon Valley Surgi-Tech Institute will take reasonable steps to ensure that persons with LIMITED ENGLISH PROFICIENCY (LEP) have meaningful access and an equal opportunity to participate in our services. Applicants with limited (LEP) should be referred to <https://www.santaclaraadulted.org/esl/> for the opportunity to complete courses directed for English as a Second Language learners. They are encouraged to return when they have increased their English skills to PROFESSIONAL WORKING PROFICIENCY (PWP).

SVSTI admits high school graduates and applicants beyond the age of compulsory school attendance who have earned a General Educational Development GED®- (GED® is a registered trademark of the American Council on Education (ACE).) Credential or Certificate of Proficiency equivalent to a high school diploma. SVSTI does not participate in the ability-to-benefit program. The age requirement varies by state. The minimum age requirement for attending SVSTI is 17 in California. Those who are under the age of 18 at the time of enrollment are required to have a parent guardian sign the Enrollment Agreement. Some programs have additional age or program-specific requirements that can be found in program overviews.

Distance Education Technical Support:

Cengage 1 866-994-2427
Hours of Operation: **24/7 - 365 days per year**
Canvas: 1 855 637-2253
Hours of Operation: **24/7 - 365 days per year**

General Education Coordinator; Davina Wong dwhern24@gmail.com
Chief Academic Director; Julie Hamrick jhamrick@svsti.com

Delivery Method

Both Cengage / MindTap and Canvas; the online learning management systems (LMS) are accessible 24 hours per day, seven days a week, 365 days per year. The course syllabus, material, assignments, participation posts, and email will be through the LMS platforms. The Student Success Library is available during regular business hours as well as posted tutoring hours. The virtual library and other web-based resources will provide students with a comprehensive learning experience that enables them to master the course content outlined on the syllabus. The virtual library can be found at; [Library Resources \(svsti.com\)](http://LibraryResources(svsti.com)). Students are required to have sufficient technology and internet skills and access to complete online coursework successfully.

Technology Attestation Requirements

All SVSTI students sign a Technology Attestation to ensure that they have the minimum required access to a computer and the minimum recommended system requirements to successfully complete the distance educational program.

Canvas recommended requirements:

- Smart device, PC, laptop, iPad etc. that is 5 years old or newer with at least 1 GB of RAM.
- Web browser success
- Internet speed of 512 Kbps or faster
- Microsoft Office

Cengage (Surgical Technology only) recommended requirements:

- Download bandwidth 5 Mbps or faster

- 2 GB of RAM or more
- Sound
- Graphics 64 MB or higher
- CPU 1.8 GHz or more

Student Resident Policy

All SVSTI Distance Education programs are conducted at 1300 Fulton Place in Fremont, CA 94539 and are considered blended programs. Any student enrolled in SVSTI's blended programs shall provide proof i.e., California Driver's License or California State ID or proof of California residence at time of enrollment. If a SVSTI student's physical address changes while enrolled in the program the student must notify SVSTI and complete an Information Change Form. Students must notify SVSTI of ANY student relocation in or out of the city and/or state of enrollment within 72 hours. A student's physical location and a change to that physical location may impact their ability to complete the program or gain employment in the field, including eligibility for credentialing requirements for employment.

Should SVSTI gain or lose California State BPPE approval, programmatic or institutional accreditation, SVSTI will publish, in a public manner, whether the program does or does not meet such requirements, or whether the institution has not made such a determination. If the determination changes, currently enrolled students must be notified in writing within 14 calendar days if the program does not meet certification requirements for the state of California.

COURSE DESCRIPTIONS

GENERAL EDUCATION:

CLT102 Computer Concepts 3 Credit Hours

The course is designed to equip a person to utilize computers for professional as well as day-to-day use. It provides theoretical background as well as in-depth knowledge of common software/ packages such as word processors, spreadsheets, e-mail, and web browsers. Students will also learn basic computer terminology and concepts. This is an online course.

ENG101 English Writing and Composition 3 Credit Hours

The focus of this course includes an introduction to rhetorical composition at the university level. This course will explore a variety of textual artifacts and focus on how authors analyze and argue their work. Each student will participate in exercises designed to improve critical reading strategies and analytical writing skills. It will discuss the writing process, as well as how to organize ideas for use in preparing an academic essay. In addition, we will discuss writing styles, the importance of audience and tone, and the practice of peer review. This is an online course.

MAT101 Basic Mathematics for College Students with Integers 3 Credit Hours

This course seeks to help students master the concepts in Pre-Algebra. Students will learn whole numbers, fractions, and decimal arithmetic. Students will also see practical applications of percentages and unit conversions. This is an online course.

PSY101 Introduction to Psychology 3 Credit Hours

The focus of Psychology examines human behavior and how our mental processes help to guide our interactions to develop and maintain human relationships. Our goal is to better understand some of these

factors affecting human behavior in relationships and to appreciate the impact these concepts have on our thought processes. In this course, we will work together to develop a theoretical understanding of human behavior and focus on the mental processes that guide our behaviors with others. This is an online course.

SPH205 Interpersonal Communications 3 Credit Hours

This course involves practical communication skills useful for communicating in one's personal life as well as in working relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication, and conflict resolution. This is an online course.

Surgical Technology Courses within Term 1

ST1 THEORY I

Surgical Procedures I 4 Credit Hours

This course provides a comprehensive overview of Surgical Procedures. The course will cover proficiency in intermediate surgical skills to include surgical case management, identification, and correction of sterility breaks, set up in appropriate time, and completion of cases in a logical sequence. Intermediate surgical procedures: application of fundamental concepts of Surgical Technology, preparation of the patient in surgery, pre-op and post-op duties, patient positioning, intermediate instrumentation, suture use and identification, drain use and identification. This is a blended course.

Anatomy and Physiology I 4 Credit Hours

This course provides extensive study of the human body including basic chemistry, cells, tissues, membranes, and organs; the integumentary, skeletal, muscular, sensory, and nervous systems, circulatory, lymphatic, respiratory, digestive, endocrine, urinary, and reproductive systems. This is a blended course.

Microbiology 4 Credit Hours

This course introduces concepts of microbiology in relation to the field of Surgical Technology. Microbes are studied with emphasis on morphology, physiology, taxonomy, ecology, growth, and cell specialization. Relationships between bacteria and viruses are examined in a medical context such as immunology and control of microbial growth and their relationship to disease in humans. This is a blended course.

Medical Terminology I 3 Credit Hours

Students are provided with a comprehensive overview of medical and surgical terminology including basic word construction, abbreviations and symbols used in the medical profession. This is a blended course.

Surgical Instruments I 3 Credit Hours

This course provides extensive study of surgical instrumentation, preparation and sterilization, proper technique for surgical hand scrub, gowning, gloving, sterile field set-up and maintenance. Identification of instrumentation by function and use; draping, equipment names and use, and safety precautions. This is a blended course.

Ethics 4 Credit Hours

This course examines areas of ethics in healthcare setting and the nature of ethical decisions and solutions as well as theoretical applications. Emphasis is placed on ethical protocols and decision making in healthcare regarding confidentiality, allocation of resources, moral issues such as reproductive issues and end of life care. The course also explores the value of human life and the obligations of a healthcare professional. This is a blended course.

ST111 Lab- Surgical Technology Lab- Basic Procedures 5 Credit Hours

This course is in conjunction with all other courses required in Term 1 of the Surgical Technology program. This course will provide students with the opportunity to gain hands-on experience applying concepts and theories studied in ST1. Lab exercises involve basic principles of aseptic techniques, aseptic hand-washing techniques, surgical sanitation, disinfection, and sterilization. Other areas of focus include surgical instrumentation preparation and sterilization, surgical hand scrub, gloving, gowning and sterile field set-up and maintenance. This is a residential course.

Surgical Technology Courses within Term 2

ST2 THEORY II

Surgical Procedures II 4 Credit Hours

This course provides a comprehensive overview of Surgical Procedures. This course provides in-depth study of surgical specialties (genitourinary, thoracic, cardiac, peripheral vascular, orthopedic, pediatric, and trauma). This course also provides in-depth study of minimally invasive surgery (MIS) and Robotics. This is a blended course.

Prerequisites: Successful completion of all courses in ST1/ST111

Anatomy and Physiology II 4 Credit Hours

This course provides extensive study of the human body including basic chemistry, cells, tissues, membranes, and organs; the integumentary, skeletal, muscular, sensory, and nervous systems, circulatory, lymphatic, respiratory, digestive, endocrine, urinary, and reproductive systems. This is a blended course.

Prerequisites: Successful completion of all courses in ST1/ST111

Pharmacology 3 Credit Hours

This course examines the field of pharmacology as it relates to Surgical Technology. Concepts reviewed in this course include drug classifications, forms, sources, and handling along with routes of administration and medications commonly used in the Surgical Technology environment. This is a blended course.

Prerequisites: Successful completion of all courses in ST1/ST111

Medical Terminology II 3 Credit Hours

Students are provided with a comprehensive overview of medical and surgical terminology including basic word construction, abbreviations and symbols used in the medical profession. This is a blended course.

Prerequisites: Successful completion of all courses in ST1/ST111

Surgical Instruments II 3 Credit Hours

This course provides extensive study of surgical instrumentation, preparation and sterilization, proper technique for surgical hand scrub, gowning, gloving, sterile field set-up and maintenance. Identification of instrumentation by function and use; draping, equipment names and use, and safety precautions. This is a blended course.

Prerequisites: Successful completion of all courses in ST1/ST111

Human Behavior 4 Credit Hours

The course examines human behavior in the context of health professions. The course provides basic psychological concepts from a health care perspective including aspects in society which may influence human behavior. Emphasis is placed on behaviors, emotions, and coping mechanisms which may be encountered in a variety of health care situations and settings. Trends in healthcare are also explored. This is a blended course.

Prerequisites: Successful completion of all courses in ST1/ST111

ST222 Lab - Surgical Technology Lab - Advanced Procedures 5 Credit Hours

This course is in conjunction with all other courses required in Term 2 of the Surgical Technology program. This course will provide students with the opportunity to gain hands-on experience applying concepts and theory studied in ST2. Lab exercises involve intermediate surgical procedures, surgical-patient preparation, pre-and post-operative duties, and other protocols. This is a residential course.

Prerequisites: Successful completion of all courses in ST1/ST111

ST3 -SURGICAL TECHNOLOGY TERM 3:

ST3 Surgical Technology CST Prep 9 Credit Hours

This course provides hands-on applications of concepts and theory studied in ST1/ST111 and ST2/ST222. The focus of this course is the CST exam/quiz and CST prep class. Students will also complete assignments on Canvas for CST and CST Prep classes. This is a blended course.

Prerequisites: Successful completion of all courses in ST2/ST222

ST333 Surgical Technology Externship 11 Credit Hours

Students will complete their Externship rotation at a medical facility to meet or exceed the minimum 120-case requirement. Students will apply their knowledge and skills in a Surgical setting with a preceptor at a medical facility. Upon completion of this course the student will successfully be able to enter the field as an entry level Surgical Technologist. This is a residential course.

Prerequisites: Successful completion of all courses in ST2/ST222

Sterile Processing program:

SPD101 Sterile Processing - Infection Control 3 Credit Hours

This course explores performing and participating in decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment. Students will also learn to perform other duties as assigned or required. It will prepare the student with the knowledge needed to work with chemicals, blood/body fluids, and infectious diseases. This course teaches basic knowledge needed for an entry level central service technician in a medical setting. This is a blended course.

SPD111 Sterile Processing Externship 5 Credit Hours

This course provides students with the opportunity to complete 240 hours of an Externship rotation with a central service department at a medical facility. Students then also be provided with the opportunity to register for the certification exam upon completion of classwork, Labs, and Externship. This is a residential course.

Prerequisites: Successful completion of SPD101

LDA and Withdraw Date of Determination Policy

For purposes of the SVSTI LDA policy, the last date of attendance is determined to be:

- On the last day the student attended class in courses in which attendance is taken by the instructor.
- The last day on which a student submitted an assignment, quiz, test, or other academically related activity.
- The last day on which a student actively participated in a group or online activity in classes in which attendance is not regularly taken.

SVSTI's statement which defines a determined date of withdrawal, as the date that SVSTI determined that a student was no longer in school, referred to as the Date of Determination.

SVSTI's Date of Determination as defined as:

- If a student fails to attend within the first five business days of the class's begin date, the faculty shall report the student as never attended. Reporting should occur after the fifth business day of the Term and before the tenth business day of the Term.
- SVSTI faculty shall report students who stopped attending, with a last date of attendance for any student who attended class at least one day and subsequently stopped attending for two or more weeks up to the course withdrawal deadline. Faculty shall report on the last date of attendance immediately following the non-attendance period. A student who attends past the course withdrawal deadline shall not be reported. The last day to report is the semester grading deadline.

Academic Integrity Statement

Ensuring academic integrity is an educational objective taken very seriously. Based on respect for individual academic achievement, each student and faculty member commits to being a part of a community of scholarship that prides itself on honesty and integrity. Students agree that, by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Academic and/or professional misconduct is subject to disciplinary action, including being placed on probation, failing a graded course component, failing a course, or being dismissed. Student academic misconduct includes but is not limited to cheating on examinations, plagiarism, bribery, falsification of student records, and improper attempts to influence Instructors or school officials. For online courses, this includes submitting others' work, entering discussion threads under false pretenses, or not complying with the Instructor or the Distance Education Coordinator. This includes AI websites and apps. All students must complete all work themselves and that misrepresentation constitutes academic dishonesty and can lead to expulsion.

Policy on Cheating (Academic Honesty)

Dishonesty includes but is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to SVSTI staff, faculty, administrators, or other officials.

When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation, or the student admits the violation, the instructor may select one or more of the following options:

- Issue an oral or written notification and warn the students that further acts of this sort will result in additional disciplinary action.
- Issue a failing grade ("F") or a "0" for the assignment in question.
- Issue a failing grade for the course.
- Refer the student to the program Director or Chief Academic Director for disciplinary action, which may include dismissal from SVSTI.

Behavior:

- This is a college course, and appropriate behavior is expected.
- If you feel that you cannot behave in a manner that is appropriate for this class, please do not attend class.
- Respect your fellow classmates, their right to learn, and their opinions.

While placement in a job is not guaranteed or promised to people who complete the program, every effort will be made to assist you in securing employment.

Occupational Employment and Wages

31-9093 Medical Equipment Preparers

Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.

National estimates for this occupation:

Employment estimate and mean wage estimate for this occupation:

Employment <u>(1)</u>	Employment RSE <u>(3)</u>	Mean hourly wage	Mean annual wage <u>(2)</u>	Wage RSE <u>(3)</u>
53,920	1.5 %	\$17.82	\$37,060	0.4 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$11.83	\$13.86	\$17.00	\$20.95	\$25.11
Annual Wage <u>(2)</u>	\$24,600	\$28,830	\$35,370	\$43,570	\$52,240
State	Employment <u>(1)</u>	Employment per thousand jobs	Location quotient <u>(9)</u>	Hourly mean wage	Annual mean wage <u>(2)</u>
<u>California</u>	6,210	0.37	0.98	\$22.66	\$47,140

[Medical Equipment Preparers \(bls.gov\)](https://www.bls.gov)

Top paying metropolitan areas for Medical Equipment Preparers:

Metropolitan area	Employment <u>(1)</u>	Employment per thousand jobs	Location quotient <u>(9)</u>	Hourly mean wage	Annual mean wage <u>(2)</u>
San Francisco-Oakland-Hayward, CA	1,070	0.44	1.00	\$ 37.63	\$ 78,260
Vallejo-Fairfield, CA	100	0.75	1.71	\$ 37.19	\$ 77,360

San Jose-Sunnyvale-Santa Clara, CA	480	0.42	0.96	\$ 36.55	\$ 76,030
Sacramento--Roseville--Arden-Arcade, CA	560	0.53	1.21	\$ 33.22	\$ 69,100
Napa, CA	50	0.62	1.40	\$ 31.12	\$ 64,730
Modesto, CA	130	0.68	1.54	\$ 30.32	\$ 63,060
San Luis Obispo-Paso Robles-Arroyo Grande, CA	50	0.44	1.00	\$ 30.23	\$ 62,870
Stockton-Lodi, CA	130	0.47	1.06	\$ 29.77	\$ 61,930
Santa Cruz-Watsonville, CA	50	0.53	1.22	\$ 29.12	\$ 60,570
San Diego-Carlsbad, CA	520	0.34	0.78	\$ 28.97	\$ 60,250

Top paying states for Medical Equipment Preparers:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	7,750	0.43	0.98	\$ 29.70	\$ 61,780

States with the highest employment level in Medical Equipment Preparers:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	7,750	0.43	0.98	\$ 29.70	\$ 61,780

Occupational Employment and Wages, May 2023 31-9093 Medical Equipment Preparers

Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.

[National estimates for Medical Equipment Preparers](#)

[Industry profile for Medical Equipment Preparers](#)

[Geographic profile for Medical Equipment Preparers](#)

National estimates for Medical Equipment Preparers:

Employment estimate and mean wage estimate for Medical Equipment Preparers:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
66,790	0.8 %	\$ 22.79	\$ 47,410	0.4 %

Percentile wage estimates for Medical Equipment Preparers:

Percentile	10%	25%	50%(Median)	75%	90%
Hourly Wage	\$ 16.36	\$ 18.30	\$ 21.77	\$ 25.63	\$ 30.76
Annual Wage (2)	\$ 34,020	\$ 38,060	\$ 45,280	\$ 53,310	\$ 63,980

Employment numbers

1. There are 50,550 instrument specialist technicians in the U.S., according to the U.S. Bureau of Labor Statistics.
2. The size and type of facility, hospital, physician office, surgery center, etc., dictates the number of employees that work in the sterile processing department. Many facilities hire people based on surgical hours performed. There could be one employee in a sterile processing department or as many as 100 employees.
3. The constant technological advancements in medical supplies/devices and instrumentation have led to a growing demand for highly trained central service technicians. According to the BLS, the job growth for instrument specialist technicians between 2012 and 2022 is 20 percent.

Industries with the highest levels of employment of instrument specialist technicians:

- General medical and surgical hospitals — 35,100
- Outpatient care centers — 3,660
- Physician offices — 2,890
- Dentist offices — 2,380

States with the highest employment level of instrument specialist technicians:

- California — 6,540
- Florida — 4,580
- Texas — 3,100
- Ohio — 2,260
- New York — 2,230

Duties

A Tech I is likely to perform basic duties such as delivering supplies and carts, while a Tech IV may be required to assemble more sets, handle biologicals, or perform sterilization duties.

Sterile processing department staff play a large role in helping prevent healthcare-associated infections. Without proper decontamination, preparing and packaging and sterile instrumentation, patients could be at risk

for HAIs. According to the Centers for Disease Control and Prevention, HAIs occurred in an estimated 722,000 patients in acute care hospitals and caused 75,000 deaths in 2011.

Medical Equipment Preparers in California

May also be called: Central Processing Technicians (CPT); Central Service Technicians (CST); Central Sterile Supply (CSS) Technicians; Certified Registered Central Service Technicians (CRCST); Sterile Preparation Technicians; Sterile Processing and Distribution (SPD) Technicians; and Sterile Processing Technicians

Medical Equipment Preparers are essential to the medical field. They are responsible for sterilizing, stocking, and preparing various medical tools, supplies, and equipment in health care facilities, such as hospitals, dental offices, and outpatient care centers. They may prepare operating areas with the proper supplies and equipment. Since there are contagious infections and diseases present in health care facilities where Medical Equipment Preparers work, it is important that potential spreading of these be minimized. Preparers are crucial in preventing the spread of viruses and contamination of germs and bacteria.

Annual Wages for 2018	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$36,434	\$47,080	\$59,547

Task	Skill Used in this Task
Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.	Critical Thinking
Organize and assemble routine or specialty surgical instrument trays or other sterilized supplies, filling special requests as needed.	Information Ordering
Examine equipment to detect leaks, worn or loose parts, or other indications of disrepair.	Quality Control Analysis
Record sterilizer test results.	Written Expression
Start equipment and observe gauges and equipment operation to detect malfunctions and to ensure equipment is operating to prescribed standards.	Operation Monitoring
Report defective equipment to appropriate supervisors or staff in a timely manner	Problem Sensitivity
Ensure adequate inventory supply on crash carts or other medical supplies.	Customer and Personal Service
Purge wastes from equipment by connecting equipment to water sources and flushing water through systems.	Arm-Hand Steadiness
Check sterile supplies to ensure that they are not outdated.	Near Vision
Disinfect and sterilize equipment such as respirators, hospital beds, or oxygen or dialysis equipment, using sterilizers, aerators, or washers.	Manual Dexterity
Clean instruments to prepare them for sterilization.	Finger Dexterity

Estimated Employment and Projected Growth Medical Equipment Preparers					
Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeri c Change	Percent Change	Job Openings
California (2016-2026)	6,900	7,800	900	13.0	10,000

Certification is not required by all employers; however, many employers may prefer to hire prospective Medical Equipment Preparers who are certified as a sterile processing technician. In order to take the exam, individuals must provide verification of 6-12 months of employment in a Sterile Processing and Distribution (SPD) related field, depending on the specific occupation and duties performed. One may also qualify for the exam by completing a Central Service/SPD training course with a passing grade. Additional information may be found in the U.S. Department of Labor's [Career InfoNet Web site](#) under "Career Tools." Click on "[Certification Finder](#)" and follow the instructions to locate certification programs.

<https://www.labormarketinfo.edd.ca.gov/OccGuides/detail.aspx?Soccode=319093&Geography=060100000>

Occupational Employment and Wages, April 2022

29-2055 Surgical Technologist

Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up an operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.

Employers are usually looking for application with Post-secondary vocational training .

[Occupation Profile, California LaborMarketInfoSurgical Technologists : Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics \(bls.gov\)](#)

Task	Skill Used in this Task
Maintain a proper sterile field during surgical procedures.	Medicine and Dentistry
Count sponges, needles, and instruments before and after operation.	Number Facility
Hand instruments and supplies to surgeons and surgeons' assistants, hold retractors and cut sutures, and perform other tasks as directed by the surgeon during operation.	Manual Dexterity
Prepare patients for surgery, including positioning patients on the operating table and covering them with sterile surgical drapes to prevent exposure.	Customer and Personal Service
Scrub arms and hands and assist the surgical team to scrub and put on gloves, masks, and surgical clothing.	Service Orientation
Monitor and continually assess operating room conditions, including patient and surgical team needs.	Monitoring

Prepare dressings or bandages and apply or assist with their application following surgery.	Arm-Hand Steadiness
Operate, assemble, adjust, or monitor sterilizers, lights, suction machines, and diagnostic equipment to ensure proper operation.	Operation Monitoring
Clean and restock operating room, gathering and placing equipment and supplies and arranging instruments according to instructions, such as a preference card.	Coordination
Source: U.S. Department of Labor Occupational Information Network (O*NET)	

Annual Wages for 2021	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$52,657	\$65,217	\$79,827
East Bay Area	\$65,757	\$82,949	\$96,902
Source: EDD/LMID Occupational Employment Statistics Survey, 2021 Wages do not reflect self-employment.			
The East Bay Area includes Alameda and Contra Costa counties.			

National estimates for Surgical Technologists:

Employment estimate and mean wage estimates for Surgical Technologists:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
109,060	1.1 %	\$ 25.77	\$ 53,590	0.3 %

Percentile wage estimates for Surgical Technologists:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 17.76	\$ 22.33	\$ 23.33	\$ 29.22	\$ 36.51
Annual Wage (2)	\$ 36,930	\$ 46,440	\$ 48,530	\$ 60,780	\$ 75,940

<https://www.bls.gov/oes/current/oes292055.htm>

The median annual wage for surgical technologists was \$48,530 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than \$36,930, and the highest 10 percent earned more than \$75,940.

In May 2021, the median annual wages for surgical technologists in the top industries in which they worked were as follows:

Outpatient care centers	\$56,470
Offices of physicians	\$50,220
Hospitals; state, local, and private	\$48,310
Offices of dentists	\$48,070

Most Surgical Technologists work full time. Surgical Technologists employed in hospitals may work or be on call during nights, weekends, and holidays. They may also be required to work shifts lasting longer than 8 hours.

Occupational Projections of Employment

Area	Estimated Year-Projected Year	Employment		Employment Change		Total Job Openings
		Estimated	Projected	Number	Percent	
California	2018 - 2028	9,800	11,100	1,300	13.3	9,730

[Occupation Profile, California LaborMarketInfo](#)

Wages

The median wage in 2021 for Surgical Technologists in California was \$65,217 annually, or \$31.35 hourly. The median is the point at which half of the workers earn more, and half earn less.

Annual Wages for 2021	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$52,657	\$65,217	\$79,827

Source: EDD/LMID Occupational Employment Statistics Survey, 2021 at www.labormarketinfo.edd.ca.gov/data/wages.html

Hourly Wages for 2021	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$25.31	\$31.35	\$38.37

Source: EDD/LMID Occupational Employment Statistics Survey, 2021 at www.labormarketinfo.edd.ca.gov/data/wages.html

Projections for Employment

In California, the number of Surgical Technologists is expected to grow much faster than average growth rate for all occupations. Jobs for Surgical Technologists are expected to increase by 13.3 percent, or 1,300 jobs between 2018 and 2028.

Estimated Employment and Projected Growth Surgical Technologists

Geographic Area (Estimated Year- Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Total Job Openings
California (2018-2028)	9,800	11,100	1,300	13.3	9,730

Source: EDD/LMID Projections of Employment by Occupation at www.labormarketinfo.edd.ca.gov/data/employment-projections.html

The largest industries employing Surgical Technologists are as follows:

Industry Title	Percent of Total Employment for Occupation in California
General Medical and Surgical Hospitals	69.7%
Outpatient Care Centers	17.2%
Offices of Physicians	8.7%
Offices of Dentists	1.6%
Employment Services	1.2%

Source: EDD/LMID Staffing Patterns at www.labormarketinfo.edd.ca.gov/data/employment-projections.html

States with the highest employment level in Surgical Technologists:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	11,390	0.69	0.89	\$ 32.89	\$ 68,410

California Top paying metropolitan areas for Surgical Technologists:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
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count sponges, needles, supplies, and instruments. Employers are usually looking for applicants with post-secondary vocational training.

Occupational Wages

<u>Area</u>	<u>Year</u>	<u>Period</u>	<u>Hourly Mean</u>	<u>Hourly by Percentile</u>		
				<u>25th</u>	<u>Median</u>	<u>75th</u>
<u>California</u>	<u>2024</u>	<u>1st Qtr</u>	<u>\$37.73</u>	<u>\$30.24</u>	<u>\$38.83</u>	<u>\$44.96</u>

<u>Area</u>	<u>Estimated Year-Projected Year</u>	<u>Employment</u>		<u>Employment Change</u>		<u>Total Job Openings</u>
		<u>Estimated</u>	<u>Projected</u>	<u>Number</u>	<u>Percent</u>	
<u>California</u>	<u>2020 - 2030</u>	<u>11,300</u>	<u>12,400</u>	<u>1,100</u>	<u>9.7</u>	<u>9,440</u>

[View Projections for All Areas](#) [About Projections](#)

This Academic Catalog is updated annually.