



**SOUTHWESTERN COLLEGE
CENTRAL SERVICE TECHNOLOGY PROGRAM**

Applicants Full Name: _____

APPLICATION CHECKLIST

In order to apply all documentation listed below must be submitted. This Checklist must accompany application.
Make copies of entire application for your records, including physical exam/immunization forms, prior to applying.

Submit complete application packet in person or U.S. Mail ONLY to:

Southwestern College Higher Education Center, Nursing & Health Occupation Programs, 8100 Gigantic Street, Room 4502, San Diego, CA 92154.

Please initial each item below (indicating you have read, completed, and submitted each with application packet).

1. ____ **ORIGINAL** Central Service Technology Program application. Print neatly in blue or black ink. Typewritten preferred.
2. ____ **SOUTHWESTERN COLLEGE STUDENT ID Number** – apply online at www.swccd.edu main webpage, click on APPLY AND REGISTER.
3. ____ **SOUTHWESTERN COLLEGE EMAIL ADDRESS** – All program communications will be via SWC email. We will not email to personal accounts. Access SWC email through “myswc” (Sample email: yz0123456@swccd.edu). For assistance contact SWC Admissions and Records.
4. ____ **COPY** of High School diploma or transcript, GED certificate or proof of a *higher degree. **(If you have completed High School outside of the United States, your diploma/degree transcripts must be evaluated by a credentialing evaluations service prior to applying.** Applicants may use Southwestern College approved services listed at www.naces.org). *Higher degree accepted is bachelor degree or higher as proof of high school equivalency. Associate degree cannot be used as proof of high school equivalency.
5. ____ **COPY** of Social Security Card (card must be signed)
6. ____ **COPY** of Driver’s License/State ID
7. ____ **COPY** of CPR certification – Basic Life Support Provider/Healthcare Provider from the American Heart Association (Hardcopy of card must be signed; E-card does not need to be signed). This is the ONLY acceptable CPR card.
8. ____ **COPY** of Student Education Plan (SEP). SEP must be program specific and dated within 1 year at time of application. Schedule an appointment with an Academic Counselor to create your SEP by contacting Higher Education Centers at Otay Mesa, National City or San Ysidro (Student Services Department); or contact the Counseling Department (Chula Vista campus).



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APPLICATION CHECKLIST

(Continued)

9. _____ **COPY** of physical exam/immunization forms. Download forms from nursing website at www.swccd.edu/nursing The dates documented on forms **MUST** match your immunization records and/or titers (lab work results). Review information filled out by your healthcare provider for accuracy and completeness (i.e. dates, signatures, and stamps).
10. _____ **COPY** of immunization records and/or titers (lab work). **REQUIRED** immunizations **OR** titers include:
- 2 MMR shots or Titers for Measles, Mumps, Rubella
 - 2 Varicella shots or Titers (if you had the disease you will need titers as proof)
 - 3 Hepatitis B shots or Titers
 - Tdap shot (within 10 years at time of application)
 - Seasonal flu shot
 - 2-Step PPD (two negative TB skin tests) OR one blood test for TB infection. **If TB test is positive, a chest x-ray is required.** Proof of positive TB is required for Chest X-ray to be valid. **Chest x-ray results must be dated within five years.**
11. _____ **MAKE COPIES of all documents before you submit them to the Nursing Programs Office.**
THE OFFICE WILL NOT MAKE COPIES ONCE DOCUMENTS HAVE BEEN SUBMITTED.



SOUTHWESTERN COLLEGE CENTRAL SERVICE TECHNOLOGY PROGRAM

PROGRAM INFORMATION

The purpose of the Central Service Technology Program is to train entry level workers in proper sterilization of surgical instruments and handling of medical equipment. Central Service Technicians work primarily in the Sterile Processing Department (SPD) or Central Service Department. A technician works with medical supplies, equipment and/or processing of surgical instruments. Upon satisfactory completion of the program, the student is eligible a Certificate of Proficiency from Southwestern College and to take the International Certification Exam (IAHCSMM).

The course covers introduction to central service. Topics include microbiology, aseptic technique, disinfection, decontamination, sterilization, and wrapping/packaging of surgical instruments; review of body systems and surgical instruments; medical terminology, safety, risk management, regulations, inventory management, ethical responsibilities, and communication skills. Laboratory experience supports the introduction to the hospital Central Supply Unit and the role of the Central Supply Technician.

The salary of a Central Service Technician ranges from \$16.00 to \$25.00 per hour and varies by experience. Here is an interesting YouTube video of what a Central Service Technology career consists of.

<http://www.youtube.com/watch?v=p6AIK5JDYIY>

CENTRAL SERVICE TECHNOLOGY PROGRAM DOES NOT HAVE PRE-REQUISITE COURSES

It is a program requirement that the student communicate effectively in the English language (comprehension, verbal and writing skills). This is based on requirements from the clinical facilities as English is the working language in San Diego healthcare facilities.

The program consists of **three courses**. Each course is nine-weeks in length (for a total of 27 weeks) and is limited to 20 students per course.

- **ST 10A** is generally offered two evenings a week (Tuesdays & Thursdays) 5:45 – 9:35 p.m. and Saturdays 8:00 – 11:50 a.m. for nine-weeks
- **ST 10B & ST 10C** courses are two hundred hour labs. All hours will be arranged with the instructor

The program accepts 20 students per cohort, fall semester only. We do not accept applications unless they contain **ALL** required documentation (see application checklist). All **accepted** students are expected to meet on the first day of class. Accepted students who fail to attend class will be dropped and may re-apply for the next available application period.

COST:

The cost of the program is currently estimated to be approximately \$800. The greatest direct expense is at the beginning of the first semester. Enrollment fees, textbooks, material fees, malpractice insurance, ADB/Complio fees, and uniforms are the major cost items.

COMPLETE APPLICATIONS are accepted in person or US Mail ONLY.

Submit application to: SWC Higher Education Center, Otay Mesa, Nursing & Health Occupation Programs, 8100 Gigantic Street, San Diego, CA 92154, Office 4502. Once application packet is submitted, it becomes our sole property. **Please make copies of your records prior to applying.** All interested applicants must apply during the annual application period.

SUBMITTING AN APPLICATION DOES NOT GUARANTEE ENTRY INTO THE PROGRAM



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APPLICATION

SWC ID # _____
(Required at time of application)

Last Name: _____ First Name: _____ Middle: _____

(If no middle name use NMN)

Previous/Maiden Name: _____ Social Security Number: _____ Birth Date: _____

(If not applicable, indicate with N/A. Important if your records reflect a name different from above)

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____ SWC Email Address: _____

(All program communications will be via SWC email. Sample email: yz0123456@swccd.edu)

High School or GED location: _____ City: _____ Graduation Year: _____

Have you previously applied to this program? Yes No If yes, when? _____

Have you had any formal education in a healthcare occupation? Yes No If yes, list below. _____

PREVIOUS WORK EXPERIENCE IN HEALTHCARE

<u>Agency</u>	<u>Position</u>	<u>From</u>	<u>To</u>



SOUTHWESTERN COLLEGE
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APPLICATION

COMPLETE FOR STATISTICAL PURPOSES ONLY:

Form with fields for Gender, Ethnicity, Additional Languages, Languages spoken at home, Age at time of enrollment, and U.S. Citizen?

All requirements and documentation must be completed in full and submitted to Nursing & Health Occupation Office to be considered for admission. All students will be notified via SWC email regarding program admission after the application period closes and all applications have been reviewed.

To the best of my knowledge, the above information is true and correct. Failure to disclose accurate information may result in candidate not being accepted into our program and/or to continue in said program.

Important: If you have a change in address or phone number, you must contact the Nursing & Health Occupation Programs Office by calling (619) 482-6352. Your admission status will be compromised if we are unable to reach you by your SWC email address.

Please initial (indicating that you have read and agree with this statement).

Applicant Signature: Date:

For Official Use Only

Application Packet Complete

Initials: