



# Petition Guidelines for Surgical Technology Program

**PETITION PERIOD: January 17 -February 10, 2023 for Fall Semester 2023 Admission**

## **SURGICAL TECHNOLOGY PROGRAM PETITION REQUIREMENTS**

To be eligible to petition the program for entry, you **must** apply to the college, meet all program-specific eligibility requirements, and attend a Surgical Technology Program petition meeting for the current petition period.

**Required Courses** – must be completed with a grade of “C” or better, prior to petitioning, and within five (5) years of petitioning into the Surgical Technology program.

- Medical Terminology (501-101)
- General A&P (806-177)
- Written Communication (801-195) OR English Composition 1 (801-136)

**Admission Testing** - TEAS for Allied Health Students: Information regarding the TEAS for Allied Health students test scheduling and administration is found at BTC’s Admission Testing page. If multiple attempts have been made, you may submit your highest test score. NOTE: If your admissions test was NOT taken through BTC, a transcript must be sent to the BTC testing center prior to the close of the petition period. The transcript may be emailed to: [testingcenter@blackhawk.edu](mailto:testingcenter@blackhawk.edu).

## **PETITION PROCESS**

After meeting the minimum requirements, you are eligible to petition. The online petition link will only be active only during the specified petition period and must be completed in one sitting. It is your responsibility to submit the online petition form during the specified petition period to be considered for entry into the clinical program. **This guide is for STUDENT USE ONLY, to help ensure that petitioners have collected all necessary information and to allow petitioners to track points earned.**

As program entry is granted to only a designated number of students, petitioners are awarded points based on academic and other factors. These are outlined below. More information will be available at the petition informational meetings. *Please note: Continuous enrollment is not required to maintain a current application.*



## Surgical Technology PROGRAM PETITION APPLICATION

Only students who have **completed the application process** and **meet all program-ready requirements** are eligible to petition. **All online petitions must be submitted by 4:00 pm on the last day of the petition period as the link will de-activate promptly at 4:00 pm.**

**Failure to complete all applicable sections of the petition form will result in an invalid petition.**

### STUDENT INFORMATION

| Student Name | BTC Student ID# | Date Attended Radiography Petition Meeting: |
|--------------|-----------------|---|
|              |                 |   |

You will be asked to read and initial the following statements:

- I have verified that Blackhawk Technical College (BTC) has my current mailing address on file.
- If I am selected and choose not to begin the core clinical courses, I must petition again.
- If I am selected as an “alternate” I may be contacted as late as one month prior to the start of the core courses. If I choose not to begin the core clinical courses, I must petition again.
- I understand a background check and possible drug screen will be conducted and the results may interfere with my ability to complete the program.
- I understand that program requirements for future petition periods may have different selection criteria and I must meet those new requirements if I am not selected in this current petition period or thereafter.
- I understand that a petition meeting must be attended every year that I petition. Failure to attend a petition meeting every year before petitioning will result in my application being considered incomplete and void.
- I understand that my transcripts will be reviewed as part of the petition process. Any relevant transfer coursework **must** be documented on the BTC transcript at the time of the petition to be considered valid. *Failure to provide BTC transcripts will result in an invalid petition.*
- I understand that providing false information or failing to complete the petition survey entirely *will result in an invalid petition.*



**I. COURSEWORK (110 total possible points)**

For each course, indicate where the course was completed and the grade that was achieved.

**Required Prerequisite General Education Courses** – these courses must be completed prior to petitioning.

Points will be awarded based on grade achieved as follows (**Points are doubled for General A&P**):

**A = 20 points, AB (A-/B+) = 16 points, B = 10 points, BC (B-/C+) = 6 points, C = 0 points.**

| Course   | Grade | Points | Location | Total Points |
|--|-------|--------|----------|--------------|
| General A&P*                                   |       |        |          |              |
| English Composition 1 OR Written Communication |       |        |          |              |
| Medical Terminology                            |       |        |          |              |

**Early Completion of General Educational Courses and Core courses taken as part of an Accredited Surgical Technology Program** – these courses are required for graduation, but are not required prior to petitioning.

Points will be awarded based on grade achieved as follows:

**A = 10 points, AB (A-/B+) = 8 points, B = 5 points, BC (B-/C+) = 3 points, C = 0 points.**

| Course   | Grade | Points | Location | Total Points |
|--|-------|--------|----------|--------------|
| Microbiology*                                    |       |        |          |              |
| Advanced A&P*                                    |       |        |          |              |
| Speech   |       |        |          |              |
| Intro to Psychology                              |       |        |          |              |
| Intro to Sociology OR Intro to Diversity Studies |       |        |          |              |

**II. ADMISSIONS TESTING (75 total possible points)**

Points will be awarded based on your TEAS Allied Health test score, as follows:

| TEAS Score     | 0-59 | 60-64 | 65-69 | 70-74 | 75-79 | 80-100 |
|----------------|------|-------|-------|-------|-------|--------|
| Points Awarded | 0    | 15    | 30    | 45    | 60    | 75     |

**If multiple attempts have been made, you may submit your highest test score.**

**NOTE:** If your admissions test was NOT taken through BTC, the transcript must be sent to the BTC Testing Center prior to the close of the petition period. Transcripts may be emailed to [testingcenter@blackhawk.edu](mailto:testingcenter@blackhawk.edu)



**III. PREVIOUS DEGREE (15 total possible points)**

Indicate the highest, previous degree obtained. Points will be awarded as follows for the degree level achieved:

**Masters = 15 points, Bachelor's = 10 points, Associates = 5 points.**

| Institute Granting Degree | Year Obtained | Degree / Certificate | Points |
|---------------------------|---------------|----------------------|--------|
|                           |               |                      |        |

**II. WORK EXPERIENCE (40 total possible points)**

Indicate if you have any related work experience within the last five years. Include the completed Verification of Occupational Experience portion of the online petition. Only the final candidates are audited.

| Position Title<br>Clinic Name / Address | Type of position  | Time in Position  | Total Points |
|---|---|---|--------------|
|   | <input type="checkbox"/> No customer care/patient interaction = 0 points<br><input type="checkbox"/> Customer care/service = 5 points<br><input type="checkbox"/> Direct patient care = 10 points | <input type="checkbox"/> 0-1 year = 5 points<br><input type="checkbox"/> 1-2 years = 10 points<br><input type="checkbox"/> >2 years = 20 points |              |

**III. BTC DISTRICT RESIDENT (10 total possible points)**

If you reside within the Blackhawk District (Rock or Green Counties in Wisconsin), you will receive 10 points. If not, you will receive 0 points. District residence is verified by the address on file but is not a requirement.

**Points:**

**ELECTRONIC PETITION SUBMISSION**

Petitions will only be accepted via the electronic petition submission link. Once started, the petition survey must be completed in full. It may not be saved and completed later.

Students will be notified within two months of the petition deadline regarding the status of their petition packet. Letters will be sent to the address on record in the college computer system.

|  |                              |                    |
|--|------------------------------|--------------------|
| <b>STUDENT USE ONLY</b><br><br><b>Attended Surgical Technology Program Petition</b><br><br><b>Meeting on (date): ____ / ____ / _____</b> | Program Coursework           | /110 points        |
|  | Program Admission Testing    | /75 points         |
|  | Previous Degree              | /15 points         |
|  | Work Experience              | /40 points         |
|  | BTC District Resident        | /10 points         |
|  | <b>Total Points Possible</b> | <b>/250 points</b> |



# Verification of Occupational Experience Form

## Surgical Technology Program

Please carefully read the following instructions:

All work experience listed above must be verifiable. Pertinent, verifiable volunteer work and military service will also be considered to meet this criterion. The Surgical Technology Program will verify relevant work experience for the final applicants only. However, authorization to contact the employer(s) will be collected at the time of petition.

**THE FOLLOWING INFORMATION WILL BE COLLECTED:**

|                                       |   |                                      |   |
|---------------------------------------|---|--------------------------------------|---|
| <b>Applicant Name</b>                 |   | <b>BTC Student ID Number</b>         |   |
| <b>Street Address</b>                 | <b>City</b>   | <b>State</b>                         | <b>Zip Code</b>                                 |
| <b>Business Name</b>                  |   | <b>Position Held</b>                 |   |
| <b>Street Address</b>                 | <b>City</b>   | <b>State</b>                         | <b>Zip Code</b>                                 |
| <b>Contact Person</b>                 |   | <b>Phone Number (with Area Code)</b> |   |
| <b>Employment Began (MM/DD/YYYY)</b>  | <b>Employment Status</b>  |                                      | <b>If part-time, list Average weekly hours:</b> |
| <b>Last Day Employed (MM/DD/YYYY)</b> | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time |                                      | <b>Total Hours:</b>                             |

I authorize my employer/former employer to release this information to Blackhawk Technical College:

|                            |             |
|----------------------------|-------------|
| <b>Applicant Signature</b> | <b>Date</b> |
|----------------------------|-------------|

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After petitions are reviewed, **if the applicant is selected for the program based on petition points earned**, the applicant's employer will be contacted for verification of employment.

