

Surgical Technology Online Petition Screen Shots

Petition 2023

Thank you for your interest in the Surgical Technology program at BTC. This document is to assist you with your online petition form.

Step 1 Download and complete the petition form
<https://blackhawk.edu/LinkClick.aspx?fileticket=2qZDcbXyjWg%3d&portalid=0>

When you have it completed, move onto step 2

Step 2 Go to the online petition form and use the form completed above to complete the online form.

https://blackhawktech.qualtrics.com/jfe/form/SV_0ln4QeWB4slraHI

When completing the online form, use this screenshot guide and watch the video link to complete the online petition form. The form must be completed in one setting and cannot be saved to finish later.



Petition into Surgical Technology

PETITION PERIODS: January 17-February 10, 2023 for Fall 2023

SURGICAL TECHNOLOGY PETITIONING REQUIREMENTS

In order to be eligible to petition the program for entry, you must apply to and be admitted by the program. **PETITION PERIOD: January 17-February 10, 2023 for Summer 2023** program-specific entry requirements, and attend a Medical Sciences petition meeting specific to the program you plan to petition.

Required Courses – completed with a grade of “C” or better

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

Admissions 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. A transcript/copy of your TEAS results must be included with the submission of your petition packet. If multiple attempts have been made, you may submit your highest test score.

PETITION PROCESS

After meeting the minimum requirements, you are now eligible to petition. It is your responsibility to submit a completed petition packet and all required petitioning documents during the designated petition period in order to be considered for entry into the clinical program.

As program entry is granted to only a designated number of students, the petition packets are awarded points. Note: There are additional factors (i.e. previous, related work experience) that may be considered and awarded extra points for competitive entry – these are outlined below. More information will be available at the required petition information meetings. *Please note: Continuous enrollment is not required in order to maintain a current application.*

Have you applied and been accepted to BTC?

Yes

No



This is the first page.

There is one question at the bottom of the page.

After entering your response, click on the blue arrow to continue to the next page.



SURGICAL TECHNOLOGY PETITION APPLICATION

Only students who have completed the application process and meet all program-ready requirements are eligible to petition. Petition forms and work experience forms must be submitted/received no later than 4:00 p.m. on the last petition day.

Read, complete all sections, and submit all required documents. Failure to do so will result in an invalid petition.

STUDENT INFORMATION

Student Name

BTC Student ID Number

BTC Email Address

Date of Surgical Technology Petition Meeting Attended

Please read and initial the following statements:

- I have verified that Blackhawk Technical College (BTC) has my current mailing address on file.
- In the case of a tie, the "Date of Pre-Clinical Admission" as a date-stamped by BTC Admissions will be the deciding factor.
- 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 prevent my placement at a clinical site and 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 while I may take the required, program-specific test (i.e. TEAS-Allied Health) as many times as I choose, I may submit the highest score I received for consideration.
- I understand that I must attach a copy of the TEAS-Allied Health test score transcript (or ATI transcript validation for Allied Health).
- I understand that an incomplete petition will be considered invalid.
- I understand that transcripts from other colleges cannot be considered unless submitted to BTC under the Credit for Prior Learning process and approved prior to petitioning.
- I understand my BTC transcripts on file will be used to verify my petition information.

Student Signature

SIGN HERE

x clear

Date

This is the top of the second page. Enter your name, ID#, BTC email. Read & Initial the statements Sign your name & enter the date Continue onto the bottom portion of page 2

I. COLLEGE COURSEWORK (___/110 points)

For each course, indicate where the course was completed and what grade was achieved. Points will be awarded as follows: A = 10pts, A- = 8pts, B = 5pts, B-C+ = 3pts, C or less = 1pts. **Blackhawk's Credit for Prior Learning process must be complete in order for courses taken at other institutions to be considered for petitioning.**

Required Pre-Requisite Courses - these courses must be completed in order to petition:

*Points are doubled for science and math courses.

	Grade				Awarded Points	
	A	A-B+	B	B-C+	BTC	Other Institution
General AMP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical Terminology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written Communication OR English Composition 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Points for Additional Courses - there are needed for graduation but not required for petitioning:

	Grade				Location	
	A	A-B+	B	B-C+	BTC	Other Institution
Microbiology*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advanced AMP*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speech	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intro to Psychology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intro to Sociology OR Intro to Diversity Studies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

II. PROGRAM ADMISSION TESTING (___/75 points)

Select your TEAS-Affiliated Health score. Points will be awarded as follows: 0-59 = 0pts, 60-64 = 10pts, 65-69 = 30pts, 70-74 = 45pts, 75-79 = 60pts, 80-100 = 75pts. **Note:** A transcription of your test results must be included with the submission of your petition packet. If multiple attempts have been made, you may submit your highest test score.

0-59	<input type="radio"/>
60-64	<input type="radio"/>
65-69	<input type="radio"/>
70-74	<input type="radio"/>
75-79	<input type="radio"/>
80-100	<input type="radio"/>

III. WORK EXPERIENCE (___/40 points)

Indicate if you have any related work experience within the last five years. Include a completed **Verification of Occupational Experience Form** (top portion only) (located at the end of this packet) when submitting your packet. Only the final candidates will be audited.

Only award points for highest value in type of position and time in position.

Position Title/Location	Type of Position			Time in Position		
	No Customer/patient interaction (0 pts)	Customer care/service (10pts)	Direct patient care (20pts)	0-1 year (0pts)	1-5 years (10pts)	5+ years (20pts)
<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

This is the bottom of the second page.

Click the button that corresponds to the grade you received.

Click the button where you took the course. If the course was NOT taken at BTC, enter the institution name.

Click the blue box with arrows to move to the next page.



Please review the information you have entered.

Verify that your email address entered is correct:

If it is not correct, please go back to the beginning of the form to correct it. After, click the arrow to submit the petition.





Please review the information you have entered. After, click the arrow to submit the petition.



This is the sixth page.

This is the last page you will see before submitting your petition form. There is no saving and returning later.

Click the blue box with arrows to move to the next page.



Thank you for submitting a petition for the DMS program. You will receive an email confirming this receipt; please retain this email for your records. This email does not indicate that that your submitted petition was either complete or valid, merely received.

All students petitioning for program entry will be notified of acceptance status by email and USPS following review.

This is the seventh page.

This page confirms your petition submission.