2018-19
SURGICAL TECHNOLOGY
ADMISSION BOOKLET

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- Explanation of Admission Points................................. Page 4
- Conditional Admission............................................... Page 5
- Criminal Background Checks....................................... Page 6
FROM THE SUPERINTENDENT

Welcome to Great Plains Technology Center!

I am proud to welcome you to Great Plains Technology Center – a school that holds a special place in my life. In 1976, I stood where you are now. I, too, came to Great Plains as a high school student. To this day I use skills that I learned in my occupational program. I also gained leadership skills in my career and technical student organization, competed in skills contests and served as a class officer. Great Plains set my feet on a path of opportunity that led me to where I am today.

I challenge each Great Plains student to proudly pursue your specialized occupational training. We have the best subject matter experts to teach and coach you and have surrounded you with a supportive, caring staff that wants you to succeed.

Give Great Plains your time and attention. Set goals for yourself. We are here to help you succeed now and in the future. Take advantage of our open-door policy to talk to us about your experiences here. May your school year build skills for your future and pride in your accomplishments.

Clarence Fortney

GREAT PLAINS TECHNOLOGY CENTERS PURPOSE AND GOALS

STATEMENT OF PHILOSOPHY
The Board of Education recognizes that society is faced with many complex social problems. Public school education is deeply involved, not only in the solution of such problems, but also in an effort to operate schools effectively despite the social unrest throughout the world today.
The Great Plains Technology Center is responsible for maintaining a quality education program for its students. The Great Plains Technology Center Board of Education therefore adheres to the following statements.

VISION
Great Plains Technology Center will consistently provide valuable career education for people, businesses, and organizations.

MISSION
Our mission is to prepare individuals for success in work and life, serving as a driving force for economic development in Southwest Oklahoma.

CORE VALUES
We are committed to the communities we serve.
We are ethical and accountable for our decisions and actions.
We are dedicated to promoting economic development in Southwest Oklahoma.

CORE BELIEFS
GPTC believes in the unity of the school and the communities it serves.
GPTC believes lifelong learning promotes economic development for its students, clients and communities.
GPTC believes its stakeholders are integral to improving programs and services.
GPTC believes employability skills, technical competence, and academic rigor are essential for student success.
GPTC believes its students deserve to be among the most highly skilled workers in the world.
APPLICATION PROCESS

SURGICAL TECHNOLOGY

DEADLINE DATE: June 12, 2019

HOW TO APPLY

To begin the application process, you must first contact a Career Counselor at Great Plains Technology Center. Please call 580.250.5535 to schedule your appointment. Career Counselors are located in Building 100 Room 107.

WHAT TO BRING TO YOUR APPOINTMENT:

- **OFFICIAL HIGH SCHOOL & OFFICIAL COLLEGE TRANSCRIPT:**
  - Only an Official High School AND College Transcript are accepted.
  - An official transcript is defined by: Transcripts must be in the institutions sealed envelope that you received it from. Notated “Official Transcript” on the envelope.
  - No unofficial transcripts, copies, faxes or internet printed unofficial transcripts are accepted.

- **KEYTRAIN SCORES:**
  - If you have KeyTrain or WorkKeys assessment scores you wish to submit, please bring them to your appointment.
  - If you do not have KeyTrain or WorkKeys assessment scores, the Career Counselor will schedule a KeyTrain assessment for you. There is a $10.00 fee for each KEYTRAIN assessment administered.

- **CERTIFICATIONS:**
  - You must provide a copy of your current health related certifications (see page 4)

Carefully review the information contained in this booklet. Careful review of the application process will help you to meet all application requirements.

SUBMITTING DOCUMENTATION

ALL application documents must be completed and turned in by Wednesday, June 12, 2019. This includes, assessment, health related courses, transcripts, and certifications.

- All documents must be submitted to building 700 Room 710 by 4:00 pm, by the deadline date to be considered in the application process.
- Documents received after by 4:00 pm, on specified deadline date will not be processed.

HOW AM I SLOTTED FOR THE SURGICAL TECHNOLOGY PROGRAM?

Applicants are scored using the point system, explained on page 4 Explanation of Admission Points. Those who have scored the highest points will be offered a slot first.

- Qualified applicants who reside within the Great Plains Technology Center district will be considered for admission prior to qualified applicants who do not reside within the Great Plains Technology Center district.
- In the event of a tie on points, the earliest date received on the application will be the determining factor.

HOW AM I NOTIFIED?

All applications will be processed after the deadline date listed above. You will be notified within 30 days of the processing deadline by one of the following methods, phone call, phone text, voice mail, email or US Postal Service.

All contact information, (address, phone) including an email address is required to receive notification and should be accurate and current. In the event of a change of address, phone number or email address, it is your responsibility to update your records at GPTC by stopping by the Health Careers Office in building 700 Room 710 or calling 580.250.5670, 580.250.5570.

UPON ACCEPTANCE

Once you have received your letter of acceptance your enrollment will be contingent upon all the criteria explained on page 5 of this booklet. You will be required to pay for a drug screen and background check upon acceptance. The approximate cost for both is $190.00.
Areas listed below will be evaluated, based on documentation received by **Wednesday, June 12, 2019** deadline date to determine admission points.

**POINTS** - Applicants scoring the highest points will be offered admission first. In the event of a tie, the earliest application date received will be considered.

**APPLICANTS RESPONSIBILITY** - It is applicant’s responsibility to ensure that the school has received *all documentation by the processing deadline date*. What is in your application packet, on the processing deadline date, will be evaluated. Documents received after processing deadline date will not be considered for points.

**IN DISTRICT** - Qualified applicants who reside within the Great Plains Technology Center district will be considered for admission to the Program for which they applied, prior to qualified applicants who do not reside within the Great Plains Technology Centers district. GPTC maintains reciprocity agreements with surrounding Technology Centers. If you live in one of those districts, you will not be charged out of district fee of $1000. Please call Karen Bailey at 250-5526 for details on the reciprocity agreement.

<table>
<thead>
<tr>
<th>Factor and Related Points</th>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED High School Transcript or GED</td>
<td>NO POINTS ASSESSED</td>
<td>0</td>
</tr>
<tr>
<td>College Credit C or higher</td>
<td>15 + hrs..........................3 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7-14 hrs..........................2 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1- 6 hrs..........................1 pt.</td>
<td></td>
</tr>
<tr>
<td>Recommended courses w/grade of C or higher, and must be on an official transcript. Courses must be from an accredited institution.</td>
<td>A &amp; P ..................................1 pt.</td>
<td></td>
</tr>
<tr>
<td>A &amp; P</td>
<td>A &amp; P ..................................2 pts.</td>
<td></td>
</tr>
<tr>
<td>- Transcribed by H. S. both semesters, Tech Center, and less than 4 College credit hours, completed within the last two years = 1 pt.</td>
<td>(College Level - Must be 4+ credit hours)</td>
<td></td>
</tr>
<tr>
<td>- Transcribed College Level must be 4 credit hours, and then the two year limit does not apply = 2 pts.</td>
<td>Medical Terminology ............1 pt.</td>
<td></td>
</tr>
<tr>
<td>Medical Terminology - Must be on an official transcript.</td>
<td>1 pt each max of ..................3 pts.</td>
<td></td>
</tr>
<tr>
<td>Current Health Related Certifications</td>
<td>1 pt each max of ..................3 pts.</td>
<td></td>
</tr>
<tr>
<td>CPR BLS (Healthcare Provider only) FA LTCA HHA CMA MAT EMT</td>
<td>1 pt each max of ..................3 pts.</td>
<td></td>
</tr>
<tr>
<td>KEYTRAIN SCORES</td>
<td>1 pt each max of ..................3 pts.</td>
<td></td>
</tr>
<tr>
<td>READING</td>
<td>5..................................5 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6..................................6 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7..................................7 pts.</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>3..................................3 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4..................................4 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5..................................5 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6..................................6 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7..................................7 pts.</td>
<td></td>
</tr>
<tr>
<td>WORKKEYS CERTIFICATE</td>
<td>LOCATING INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Platinum □ Gold □ Silver □ Bronze</td>
<td>4..................................4 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5..................................5 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6..................................6 pts.</td>
<td></td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>3 pt each max of ..................9 pts.</td>
<td></td>
</tr>
</tbody>
</table>
ADMISSION PROCESS

CONDITIONAL ADMISSION

Applicants notified of initial acceptance into the program will have a conditional admission pending successful completion of requirements listed below:

1. EDUCATION and AGE REQUIREMENT
   You must be a high school graduate or have obtained a GED. You must be 18 years of age to attend clinicals.

2. CPR CERTIFICATION
   GPTC will accept only Healthcare Provider CPR from the American Heart Association. No other CPR will be accepted.

3. CLINICAL SITE PRIVILEGES
   If an applicant is denied clinical privileges at a facility, and that denial deems them unable to meet clinical objectives, the applicant will be unable to complete the program and unable to take the licensing exam.

4. PREVIOUS HEALTH CARE EMPLOYMENT
   If you previously worked at a health care facility you must have a favorable record with the facility to be eligible for clinical rotations.

5. NEGATIVE DRUG SCREEN
   Applicants will submit authorization allowing a facility, designated by GPTC, to test body fluids for the presence of illicit drugs. An applicant with a positive drug screen will be denied admittance. (You will be notified when and where to have this done. The cost is approximately $30.00).

6. CLEAR BACKGROUND CHECK
   Information from an applicant’s background check will be submitted to clinical facilities for approval to attend clinical practice.
   Clinical facilities may deny students access to clinical rotations upon the finding of the background check in regard to sex offenders, felonies and/or misdemeanors, prior to clinical rotations and throughout the program. The cost is approximately $160.00. You will be given additional information once you have been accepted into the program.

7. MANDATORY MEETING
   Applicants must attend the mandatory meeting to acquire additional information about admission and to initiate their background check.

8. SUITABLE PHYSICAL EXAM
   Applicants must submit physical exam on the physical form provided by the school, complete with laboratory results, immunizations records, and physical clearance by a physician.
   • All costs of physical, labs, and immunizations are the responsibility of the student
   • Any health related problems must be corrected and evidence of correction must be submitted. Students must be in good health and be free of any physical restrictions, as evidenced by a physical exam, to participate in clinical activities.
   • Clinical Immunizations are listed below, and must be documented on an official shot record. The Surgical Technology program requires positive titers to prove immunity for MMR, Varicella, and Hepatitis B.
     ✓ Hepatitis B series (Series of 3 injections) ................................................................. Must submit a positive Titer
     ✓ MMR (measles, mumps, rubella) Series of 2 injections ......................................................... Must submit a positive Titer
     ✓ Varicella (chicken pox) Series of 2 injections ................................................................. Must submit a positive Titer
     ✓ Tetanus (TDaP) only ............................................................................................................within the last 10 years
     ✓ 1 negative TB skin test or TB screening
     ✓ Seasonal Flu shot

9. COMPLETED FINANCIAL ARRANGEMENTS
   Applicants must pay tuition and fees by timeline given at mandatory meeting. Funding award letters/purchase orders will be accepted in lieu of payment.
CRIMINAL BACKGROUND CHECKS

In order to protect patients and the general public, obtaining a cleared background check on each student (18 years of age and older) and instructor participating in clinical rotations is required by our clinical education settings / clinical sites. Each clinical education setting has their own requirements for processing background checks, which may include fingerprinting. These requirements are found in the individual contracts with the clinical education setting and Great Plains Technology Center. Schools and clinical education settings reserve the right to review any information that could impact the student’s ability to function safely in the clinical education setting.

Each student’s background check will be processed by the same background check facility designated by GPTC and/or by the clinical education setting. NO other background check will be accepted. The following (including, but not limited to) will be verified and must comply with the requirement. All findings must be satisfactory according to the clinical rotation agreement for each clinical education setting.

- Social Security Number Verification
- Criminal Search last 7 years
- Violent Sexual Offender and Predator Registry Search
- U.S. Treasury Office of Foreign Assets Control (OFAC)
- List of Specially Designated Nationals (SDN)
- Fingerprint Verification

Additionally, students must not have an unfavorable record with any of the clinical education settings from a previous employment, another clinical rotation, or any other reason.

The clinical education setting may refuse any student from participating in the clinical experience who has a criminal background check record that relates to a felony, or for any nature concerning the safety and security of patients, or any other reason. Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

A conviction/criminal history record does not necessarily disqualify an individual for admission in a program. However, if a conviction/criminal history record is not approved by a clinical education setting and the student is unable to receive the required clinical components, then the student may not be able to continue in the program in which he/she has applied.

The dissemination of self-disclosure information, background check results, and conviction records, whether in or outside the state of Oklahoma as deemed necessary by the School, may be provided to the clinical education settings to meet requirements of the clinical education settings without disclosing the student’s identity.

If the student leaves the program and is later readmitted, another check will be completed only if it has been longer than 30 days.

The program will conduct Criminal Background Check upon acceptance to the program. The cost is approximately $160.00. You will be given additional information once you have been accepted into the program.
SURGICAL TECHNOLOGY

PROGRAM

INFORMATION

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- Goals ..................................................................................... Page 9
- Graduation Standards ....................................................... Page 9
- Annual Report ....................................................................... Page 10
- Student Support Services .................................................. Page 10
Surgical Technologist

Profile

DESCRIPTION
Surgical Technologists handle instruments, supplies and equipment necessary during the surgical procedure and work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care before, during and after surgery. The major combines classroom instruction, laboratory practice, and clinical experience to ensure that each graduate meets entry-level competencies as a Surgical Technologist.

The instructional Surgical Technologist content, which is 1185 hours of classroom and clinical instruction, is based on an occupational analysis of the Surgical Technologist field, and is adjusted to reflect local employment. Local employment needs as determined by the instructor, administrators, and advisory committee are also considered.

Upon successful completion of Surgical Technologist, the graduate will be eligible to sit for the National Surgical Technologist Examination. Surgical Technologist closely follows the guidelines of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This class only accepts 16 students.

AUGUST 2018 - START DATE
PROCESSING DEADLINE ................................................................. Wednesday, June 12, 2019
- ALL application documents must be completed by this date
- This includes assessment, health related courses, transcripts, and certifications
- Refer to page 1 for complete application processing
- All applicants will be notified within 30 days of processing deadline

CLASSROOM INFORMATION
START DATES .................................................................................Begins August of each year
- Length of program .................................................................................. 9 months
- Classroom Instruction ............................................................................. 8:00 am to 3:15 pm
- Classroom is open .................................................................................. Monday thru Friday
- Clinical Experience ................................................................................. 6:30 am to 2:30 pm

EXPENSES
TOTAL COST ...................................................................................... $3,357.00
- Tuition ........................................................................................................... $1,777.50
- Student Needs Fees ................................................................................... $745.75
- Books ........................................................................................................... $664.00
- Uniforms .................................................................................................... $169.75

Costs are approximate and subject to change without notice
Financial information is located on page 23
REQUIREMENTS
Prior to acceptance the following requirements must be achieved.

- 18 years of age
- Physical exam, to include lab results
- Required immunizations and titers
- Negative drug screen
  (Students are subject to drug testing prior to and possibly during the clinical experience)
- High school graduate or GED (Official transcript required)
- Current CPR certification (Healthcare Provider only)
- Clear background check (Prior to the beginning of class)
- Favorable work record with clinical facilities (if applicable)

PHILOSOPHY
We, the faculty, believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of each individual's accountability to self and mankind. There are two educations, one teaching us how to earn a living, and the other teaching us how to live. We subscribe to the belief that career technology education is an essential part of the two educations. There is dignity in work, and that work is one of our best means of developing the intelligent use of our hands and minds.

Education is a process by which belief and behavior patterns become a part of the student's personality. We wish the adult student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of society and the health care profession.

We believe that Surgical Technologists offer a vital service to the total needs of the patient. Operating room service provides thorough, well-planned intervention, safe comprehensive support, and care for the patient undergoing a surgical procedure. This requires the ability to view the patient as a complete person with physical, psychosocial, and spiritual needs. The ultimate goal of surgical intervention is to restore the patient to optimum functioning or, in the case of some terminal illnesses, to achieve a peaceful death. The Surgical Technologist curriculum provides guided learning experiences in meeting these needs of the patient.

This course of study assists the student in acquiring the knowledge, skills, and attitudes necessary to function as a member of the surgical team. Each student has an individual background to contribute to the profession. As knowledge, perception and understanding of patient care increases; the student's attitudes and behavior will change. The student should develop the responsibility to uphold the ideals of the health profession, and work toward its continued improvement. They will be viewed as true professionals and will find the task rewarding.

GOALS
The goal of the Great Plains Technology Center's Surgical Technologist is to graduate Surgical Technologists of the highest quality who are prepared to enter the healthcare profession as competent entry-level Surgical Technologists with advanced cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be motivated, self-confident, and exhibit ethical behavior. In order to accomplish this goal, the graduate shall be able to:

1. Integrate acquired knowledge and skills to the role of the Surgical Technologist in caring for the surgical patient.
2. Contribute effectively as a member of the surgical team to provide quality patient care.
3. Comply with the policies and procedures established by the medical facility.
4. Employ appropriate ethical and professional values while performing employment responsibilities.
5. Demonstrate cognitive development by passing the National Surgical Technologist Certification Examination.
6. Promote personal and professional accountability by assuming responsibility for continued professional and educational growth.

GRADING STANDARDS
Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 - 100</td>
<td>A Excellent</td>
<td>100%</td>
</tr>
<tr>
<td>85 - 92</td>
<td>B Above Satisfactory</td>
<td></td>
</tr>
<tr>
<td>77 - 84*</td>
<td>C Satisfactory</td>
<td>80%</td>
</tr>
<tr>
<td>70 - 76</td>
<td>D Below Satisfactory</td>
<td></td>
</tr>
<tr>
<td>Below 70</td>
<td>F Failure / Unsatisfactory</td>
<td>0%</td>
</tr>
</tbody>
</table>

* An 80% grade average is necessary to progress from one level to the next and to complete Surgical Technologist. (This does not reflect the school's guidelines, but has been approved by administration)

GRADUATION STANDARDS
Great Plains Technology Center recognizes the successful completion of the Surgical Technologist requirements by awarding a Certificate of Completion.

To be considered a Surgical Technologist completer by the graduation date, the student must successfully complete the 1185-hour Course of Study. This includes accomplishing a passing grade of 80% in all didactic course work & demonstration of all clinical competencies & proficiencies outlined in Levels I–III in the clinical handbook, and must scrub on a total of 140 documented surgical procedures. There is no refund for early Surgical Technologist completers.
SURGICAL TECHNOLOGY PROGRAM ANNUAL REPORT

STUDENT SUPPORT SERVICES

Great Plains Technology Center ◆ 4500 SW. Lee Blvd. ◆ Lawton, OK 73505

CAREER COUNSELING

STUDENT SUPPORT SERVICES SECRETARY
Building 100, Room 107
Carla Codopony - Secretary
ccodopony@greatplains.edu
580.250.5535

We offer counseling services which prepare our students for success in their technical programs. A counselor will help you with student orientation, placement counseling, career counseling, academic counseling, motivation, decision making, goal setting, crisis counseling and referrals to other counseling services.

ACADEMIC CENTER

ACADEMIC CENTER COORDINATOR
Building 100, Room 148
Val Mullenix - Coordinator
vmullenix@greatplains.edu
580.250.5529

The Academic Center Coordinator can help you with the following:
- Learning/Working Style Assessment
- Improve study, test taking, and time management skills
- Develop a basic skills improvement plan for Math & Reading
- Administer the online KeyTrain Test
- Provide a quiet setting for homework or studying

What is available in the Academic Center:
- Computer Lab – 12 computers with internet and laser printer access
- Keytrain-Online learning system for basic workplace skills specific to Career Clusters based on WorkKeys Employment System
- Kurzweil Educational System

DISABILITY SERVICES COORDINATOR

Kristy Barnett
karnett@greatplains.edu
Bldg. 100, Room 107
Office Hours: Monday – Friday- 8:00 a.m. – 4:00 p.m.
580.250.5531

The Disability Services Coordinator is committed to meeting the needs of students with disabilities based upon documentation of a disability provided by an Individualized Education Plan (IEP) or covered under Section 504 of the Rehabilitation Act of 1973, as amended. The Disability Services Coordinator will assist students with disabilities by facilitating academic services while working with classroom instructors, students, home school, referral agency, and/or parents.

FINANCIAL AID COORDINATOR

Dustin Davidson
ddavidson@greatplains.edu
Bldg. 100, Room 107
Office Hours: Monday – Friday- 8:00 a.m. – 4:00 p.m.
580.250.5534

The Financial Aid/VA Coordinator is committed to assisting the students of Great Plains Technology Center with their needs for Federal Financial Aid and Veterans Benefits. It is our goal to make applying for FA and VA benefits as stress free as possible to allow you to focus on your work in school. Please contact our office with any questions or concerns you may have.
SURGICAL TECHNOLOGY

COURSE OF STUDY

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GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY

Career Cluster: Health Science (HL)

Career Pathway: Support Services (HL001)

Program: Surgical Technologist (HL0010017)

Program Hours: Adult Students: 1185 Hours

Instructors:

Name: Ann Tahah, LPN
Office: (580) 250-5574
E-Mail: atahah@greatplains.edu

Name: Clayton Putney, CST/SFA
Office: (580) 250-5681
E-Mail: cputney@greatplains.edu

Academic Credit: Adult Students: Transcript

Prerequisites: Must be a high school graduate or equivalent. Minimum age 18 and take the KeyTrain test.

Program Description:
Surgical technologists handle instruments, supplies and equipment necessary during the surgical procedure and work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care before, during and after surgery. The major combines classroom instruction, laboratory practice, and clinical experience to ensure that each graduate meets entry-level competencies as a Surgical Technologist.

The Surgical Technologist Major is designed to prepare post-secondary adult students for entry-level employment as Surgical Technologists. The program is structured to provide the students with a foundation in the basic sciences and subjects unique to the operating room. Upon completing the program, the Graduate Surgical Technologist will be able to function as a member of the surgical team delivering direct patient care before, during, and after surgical intervention.

The instructional content, which is 1,185 hours of classroom and clinical instruction, is based on an occupational analysis of the surgical technology field, and is adjusted to reflect local employment; local employment needs as determined by the instructor, administrators, and advisory committee.

Upon successful completion of the program the Graduate will be eligible to sit for the National Surgical Technologist Certification Examination. The program closely follows the guidelines of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting and the Commission on Accreditation of Allied Health Education Programs.

Clinical Rotations:
Clinical rotation will be held at the following hospitals:

Lawton, OK - Comanche County Memorial Hospital
Ambulatory Surgery Center of Southwestern Medical Center
Public Health Service – Lawton Indian Hospital
Southwestern Medical Center
Altus, OK - Jackson County Memorial Hospital

Duncan, OK - Duncan Regional Hospital
Hobart, OK - Elkview Hospital
Ardmore, OK - Mercy Healthcare
**Program Goals:**
The goal of the Great Plains Technology Center Surgical Technologist Program is to graduate Surgical Technologists of the highest quality who are prepared for entry into the healthcare profession as a competent entry-level surgical technologist with advanced cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be motivated, self-confident, and exhibit ethical behavior.

Upon achieving the goals of this program, students will:
- Integrate acquired knowledge and skills to the role of the surgical technologist in caring for the surgical patient
- Contribute effectively as a member of the surgical team to provide quality patient care
- Comply with the policies and pedicures established by the medical facility
- Employ appropriate ethical and professional values while performing employment responsibilities
- Demonstrate cognitive development by passing the National Surgical Technologist Certification Exam
- Promote personal and professional accountability by assuming responsibility for continued professional and educational growth

**Related Career Opportunities:**
- Advancement to role of a surgical assistant
- Employment as a product representative
- Employment in material management or central supply area
- Surgical Technology educator

**Program Objectives:**
The Surgical Technologist Major is designed to prepare the student to assume the responsibility to function in association with registered nurses, surgeons, and anesthesiologists to provide the best possible care for the surgical patient. A graduate of the Great Plains Technology Center Surgical Technologist Program will have the ability and skills to:

**Level I – Specific Objectives**
- Recognize, define, and differentiate between application of common and complex medical terms
- Analyze unfamiliar medical terms by applying knowledge of word parts
- Interpret verbal and nonverbal communication by demonstrating effective communication with instructors, classmates, and other surgical team members
- Recognize, contrast, and compare anatomical structures using anatomic references to identify body positions, planes, directions, cavities, and organs
- Differentiate normal and abnormal physiological functions relating to types of diseases and modes of disease transmission
- Describe and practice proper safety techniques to prevent accidents and exposure to blood-borne pathogens by consistently utilizing Standard Precautions in the classroom, lab, and clinical areas
- Demonstrate the cognitive understanding of the principles of asepsis by identifying and correcting breaks in technique during lab practice
- Identify the members of the surgical team and distinguishes between each members' role in the surgical intervention
- Understand the legal and ethical responsibilities and limitations of a surgical technologist by performing within the scope of the profession
- Demonstrate the related nursing procedures by practicing vital signs and analyze any abnormality in the results
- Identify and discuss the specific needs and care of patients with special or complex needs
- Describe and demonstrate the pre-operative preparation to include obtaining an informed surgical consent, transportation, positioning, clipping, and prepping of the surgical patient during the preoperative phase
- Apply mathematical principles to solve problems involving dosage calculations and other applied mathematical concepts
- Distinguish between surgical pharmacological agents and describe each classification's effect on the human body
- Contrast and compare methods, agents, and techniques of anesthesia administration
- Discuss the anatomy, physiology, and pathophysiology of basic surgical procedures
- Analyze diagnostic and procedural steps for basic surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations
- Identify the use of various supplies and equipment of the basic operating room
- Identify the classification, names, parts, materials, finishes, and uses of the basic surgical instrumentation
- Apply knowledge of the basic instrumentation to specific surgical procedures while practicing in lab setting
- Demonstrate the steps of surgical scrubbing, gowning, and gloving
- Demonstrate initial techniques for preparing instrumentation and supplies on the sterile field
Employ the techniques, timing, methods, and legal responsibilities of counting instruments, sponges, needles, and other countable items on the sterile field

Apply cognitive and psychomotor knowledge to Clinical Practicum

Level II – Specific Objectives

Integrate cognitive knowledge and psychomotor skills acquired from Level I to enhance proficiencies
Analyze diagnostic and procedural steps for basic and complex surgical procedures to include identification of surgical incisions, care of specimen, and post-operative considerations by completing a weekly Surgical Case Management Plan
Performing all essential activities of surgical patient care utilizing the principles of aseptic technique, critical thinking, and problem solving in order to adapt to the changing surgical environment
Discuss the anatomy, physiology, and pathophysiology of basic and complex surgical procedures
Assimilate knowledge of procedural step by selecting and organizing instruments, equipment, and supplies for the delivery of patient care during the basic and complex surgical procedures with limited assistance of another team member
Demonstrate an understanding of electricity by applying safe patient care practices in the operating room
Demonstrate an understanding of robotics by applying technology to safe patient care practices in the operating room
Demonstrate an understanding of the principles of physics to safe patient care practices in the operating room
Apply cognitive and psychomotor knowledge to Clinical Practicum II

Level III – Specific Objectives

Integrate cognitive knowledge and psychomotor skills acquired from Level II to enhance proficiencies
Demonstrate the ability to prioritize procedural steps and independently organize the surgical field, while considering the relevant anatomy and physiology on all surgical procedures
Apply principles of professional communication in a variety of demanding situations
Utilizing decision-making and problem solving skills in the application of Surgical Technology principles
Demonstrate professional behavior consistent with legal requirements and ethical expectations consistent with the AST Code of Ethics
Formulate a plan for personal and professional growth by preparing a career portfolio and obtaining a position as a competent entry level Surgical Technologists
Demonstrate achievement of advance cognitive, psychomotor, and affective skills from the Surgical Technologist Program core curriculum by successfully passing the National Surgical Technology certification exam

DESCRIPTION OF COURSES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>ADT</th>
<th>ADL</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HL00342</td>
<td>Core Medical Terminology</td>
<td>45</td>
<td>0</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students’ ability to successfully secure employment or pursue advanced education in healthcare.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HL00597</td>
<td>Anatomy</td>
<td>40</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Anatomy is the study of the structure and shape of the body and their relationships to one another. This course includes both gross anatomy (anatomy of the large body structures), as well as microscopic anatomy (anatomy of body structures too small to be seen with the naked eye).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HL00598</td>
<td>Physiology</td>
<td>40</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Human physiology, a branch of general physiology, is concerned with how the human body works. This course will approach the study through an organ-system approach. Organ-systems are collections of cells, tissues, and organs which have dedicated functions in the body.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HL00034</td>
<td>Surgical Technology Orien</td>
<td>15</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Surgical Technology Orientation includes the basic safety concepts, individual learning styles, introduction to information technology and review of the surgical technology handbook.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In this course students learn how employability skills enhance their employment opportunities and job satisfaction. Students are introduced to key employability skills and will learn the importance of maintaining and upgrading skills as needed.

This course is designed to provide information introducing the student to the roles and responsibilities of the surgical team and the health care system. Students will explore the ethical and legal concepts and professional responsibilities of the surgical technology field.

This course includes these aspects of emergency preparedness and disaster training: preparation and planning, detection and communication, incident management and support systems, safety and security, clinical/public health assessment and intervention, contingency, continuity and recovery and public health law and ethics. This is a new course for surgical technology, however it could be offered in any program.

This course will introduce the student to the principles and practices of aseptic technique, scrubbing, gowning, gloving, sterilization and disinfection. Upon completion of this course, the student will be able to discuss and demonstrate the principles of aseptic technique.

This course will introduce the student to the supplies and equipment that are an integral part of their training as a Surgical Technologist, including instrumentation, suture, sponges, drains, counts, and the sterile field and draping of sterile field. Upon completion of the course, the student will be able to demonstrate competency in using supplies and equipment in the surgical environment.

Surgical Technologist Practicum I is an introduction to principles of surgical conscience in preparation for patient care. This course provides observational and practical experiences in the laboratory setting and/or clinical environment.

Upon completion of this course the student will be able to demonstrate patient care skills in the surgical environment. The course enables the student to develop techniques used to safely transport, position, and prep the patient for surgery, and the proper care of surgical specimens. Students will apply these skills across the lifespan and to patients with complex needs.

This course familiarizes the student with the various drugs used in surgery and their administration. The student will demonstrate an understanding of basic anesthesia equipment, drugs, and methods in order to function effectively in the surgical setting. Upon course completion the student may assist the anesthesia personnel if required.

This course is designed to provide the student with a basic background in microbiology. This course will provide a better understanding of the relationship between microorganisms and the maintenance of health and/or the prevention of disease. The course of study includes a general introduction to microbiology, infection/immunology, and wound healing.

This course is designed to provide instruction in basic, intermediate, and advanced core procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student will be able to apply and demonstrate the concepts related to the following surgical procedures: General, Obstetric and Gynecological, Genitourinary, Otorhinolaryngologic, and Orthopedic Surgery.

This course is designed to provide instruction in basic, intermediate and advanced specialty procedures outlined in the Core Curriculum for Surgical Technologists by the Association of Surgical Technologists. The student should be able to apply and demonstrate the concepts related to each of the following surgical procedures: Neurosurgery, Cardithoracic, Peripheral Vascular, Oral, Maxillofacial, Plastic and Ophthamlic Surgery.
This course provides clinical experience in the surgical environment. The student assumes responsibility as the first scrub role, handling instruments and supplies and equipment necessary for the surgical procedure. Emphasis is placed on core surgical procedures.

This course provides advanced clinical experience in the surgical environment with minimal assistance. Students will prepare for and complete the national certification exam.

### Program Total:

<table>
<thead>
<tr>
<th>Adult Student:</th>
<th>Theory</th>
<th>Lab/Clinical</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>595</td>
<td>590</td>
<td>1185</td>
</tr>
</tbody>
</table>

### Evaluation Policy:

As a formative evaluation tool the Surgical Technologist Program utilizes a program learning/management system called “Moodle” to provide feedback of didactic knowledge, skills performance evaluations and course information to the students. The grade book portion of Moodle records students’ test results, and provides immediate feedback and a detailed breakdown of responses to different questions.

Examples of formative evaluation tools used by the program to measure cognitive, psychomotor and affective behaviors include journaling, group discussions (question and answering sessions), pop quizzes, Study-ware quizzes and textbook assignments, workbook assignments, individual lab skill check-offs and weekly clinical evaluations feedback.

An example of summative evaluation tools utilized by the Surgical Technologist Program to assess the student’s overall progress includes a final comprehensive examination for each course within the program. Prior to the start of the clinical portion of the program, each student’s lab skills performance is evaluated by a faculty member and a clinical preceptor using a clearly defined performance rubric. Feedback and discussion of performance evaluation is provided immediately after skills assessment in a formal meeting with each student, clinical preceptor/evaluator, clinical instructor, and the Program Director. The evaluation tool verifying the post-evaluation conference includes the date and signatures of the student, evaluator, and program faculty.

Documentation of all completed student evaluations are maintained in each student’s permanent file. Other clinical evaluation tools include weekly clinical evaluations, clinical case verifications, case study assignments, clinical logs and daily informal student feedback.

Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

### Grading Standards:

Periodic evaluations of classroom and clinical performance are made so that the student will be aware of his/her status and can apply greater effort where indicated.

#### Didactic Grading Scale

The grading scale as adopted by the Board of Educations is as follows:

- A = 93 - 100
- B = 85 - 92
- C = 77 - 84*
- D = 70 - 76
- F = 60 and Below

Each individual course, as outlined in the Surgical Technologist program, will be given a separate theory grade based on the following categories:

- Homework Grades ............................. 5% of final grade
- Final Exam Grades........................... 20% of final grade
- Employability Grades ....................... 5% of final grade
- Lab Grades .................................. 5% of final grade
- Clinical Grades ................................ 30% of final grade
- Test Grades .................................. 30% of final grade
- Quiz Grades .................................. 5% of final grade
Students are required to maintain an 80% average in each course taught to pass from one level to the next in each semester and to complete the Surgical Technologist Program. Assignments turned in late result in 10 points loss on assignment grade. Late assignments, in excess of 1 week (7 consecutive days to include the weekend) will result in a “0” for that assignment grade.

If student is absent the day that assignments are made, it is the student’s responsibility to contact instructor to review material covered during class or clinical and receive assignment, exams, or worksheets given.

Exams should be made up immediately upon return to class, unless advanced arrangements have been made with the instructor. Students must take exam within one week of the missed examination date. Any student missing an exam will have 10 points deducted from the makeup exam. If student fails to make up the exam during the specified time frame, it will result in a “0” for that exam grade. (It is the student’s responsibility to make arrangements with the instructor for examination makeups.)

If a didactic examination results in the student’s GPA falling below 80%, the student will be notified of this and allowed to remediate and retest. The student must retest within a week (7 consecutive days to include the weekend). The first and second test will be added together and divided by two for final grade. After remediation, if an 80% is not attained within the allotted time, the student will be placed on academic probation for a period of 2 weeks. If the student fails to achieve an 80% GPA after the probation period, the student will be recommended for dismissed from the program.

Academic didactic probation is used to provide the student with extra credit work, (20 points maximum) one time per semester per each course, in order to gain knowledge and experience necessary in deficient surgical technology concepts to raise his/her grade up to the required academic standard of the 80% GPA, but not to exceed the 80%.

Specific requirements, during a counseling session, of the academic didactic probation, will be given to the student in writing. The student will be solely responsible for contacting instructors and getting extra credit work, scheduling of tutoring, individual instruction and verifying the time period for improving his/her grade. The academic didactic probation is in place to encourage students to seek extra help from instructor to continue improving future exam or assignment grades.

Extra credit work must be turned in within two weeks after the written academic probation counsel, or student will forfeit points.

If the final exam brings a student’s final academic didactic GPA below the 80% in a course, then the student will be recommended for dismissal from the Surgical Technologist Program, regardless of prior probationary status.

TESTS, GRADES, AND EVALUATION
Students may access grades at https://www.gptech.org/grades
ID = first initial of first name and last name, all in caps.
Ex. Jim Smith = JSMITH
PIN = last 4 numbers of your SSN.

At the end of the academic didactic, clinical, or disciplinary probation period, students not meeting the minimum standards established in the written counseling may be recommended for dismissal from the program.

CLINICAL GRADING POLICY:
- Level II-III grades are derived from the clinical evaluation.
- Grades will be awarded by achievement of clinical objectives.
- There is a total of two hundred fifty-eight points possible for each clinical week.
- The grading system will be sub-divided into 3 main areas.
- Attendance – Five per day, Twenty possible per week.
- Professional Accountability – Twenty four possible points per week.
- Case Management Accountabilities – One hundred and four possible points per week.
- The student will be required to complete one Case Management Plan per week worth one hundred possible points.
- The student will receive ten points each week for completion of the Surgical Procedure Case Log (Checklist) and the Clinical Data Totals Form.
LEVEL I – PERFORMANCE CHECK OFFS
Performance Evaluation grades are given in Level I for skills in Essentials of Surgical Asepsis, Surgical Patient Care, and Surgical Case Management.

Once student has completed practice on a specific skill, the following process will evaluate the student.

Performance evaluation - Once the student has satisfactorily completed the skill, the student will be rated using the following rubric. If the student's performance is unacceptable, the student will be allowed to review the material and perform skill for evaluation again. A total of 3 tries will be allowed. Student must pass each skill evaluation attempt with a score of 100%.

LABORATORY SKILLS EVALUATION RUBRIC

A. Successful – 3 points
   Student is able to perform skills, following specified guidelines provided in class, independently (without guidance or suggestions from instructor), and should be able to identify own errors and correct errors without intervention from instructor.

B. Needs Work – 2 points
   Student is able to perform skills, following specified guidelines provided in class, with minimal guidance or cuing (suggestions) from instructor. Student is able to identify own errors but requires assistance from instructor in correcting errors.

C. Not Successful – 0 points
   Student requires multiple cues/guidance from instructor to perform skill, following specific guidelines in class. Requires assistance from instructor to identify errors. Student is able to perform skills during a second testing time with minimal guidance or cuing.

Make-Up Work Policy:
All Make-Up Work Is The Responsibility Of The Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:
For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

Course Requirements and Expectations:
The general course requirements and expectations include:
- Be able to bend, walk, and stand for long periods of time
- Be able to lift, carry, push, and handle equipment, supplies, or patients exceeding 25 pounds
- Be able to work in environmental temperatures from 60 degrees to 80 degrees Fahrenheit range
- Be aware that exposure to latex gloves may cause the development of allergic reactions
- Be aware that their skin should be clear and free of conditions which would impair the integrity of skin
- Must demonstrate ability to functionally perceive the nature of sounds and the spoken word, may use adaptive techniques or devices
- Must demonstrate ability to functionally express self orally and/or in writing
- Must be able to demonstrate the functional ability to obtain impressions of shape, size, and motion by passing routine vision screening and to distinguish red and green colors, adaptive devices may be used
- Adhere to the policies and procedures as outlined in the Great Plains Technology Center Adult Student Handbook
- Successfully complete the National Certification Exam

Student Behavior Includes:
- Student will demonstrate responsibility by being punctual and adhering to daily attendance requirements.
- Student will demonstrate responsibility for academic achievement by completing all required course work.
- Student will use appropriate language and effective communication skills, avoid gossip, and demonstrate patient and peer confidentiality.
- Student will maintain personal safety by wearing safety glasses and lead aprons. Student must practice sharp(s) precautions and must follow standard precautions at all times during lab and clinical practicum.
**NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.**

**Industry Alignments:**
- National Board of Surgical Technology and Surgical Assisting (NBSTA)
- Central Board for Sterile Processing and Distribution (CBSPD)
- National Consortium of Health Science Technology Education (NCHSTE)

**Certification Outcomes:**
**Tier 1** – Certifications Recognized, Administered and/or Endorsed by Industry
  - NBSTSA: Certified Surgical Technologist (CST) (8711)
  - National Center for Competency Testing (NCCT) Tech in Surgery Certified

**CIP Code and SOC Code Crosswalk:**
- CIP Code - 51.0909
- SOC Code - 29-2055.00

**Instructional Materials and Supplies:**
*Students are required to purchase the following list of textbooks and/or supplemental reference materials. The prices listed are approximate and subject to change.*

**Textbooks:**


**CIMC-Career and Instructional Material Center**

**Introduction to Surgical Technology**, 4th ed. HO3018. Stillwater: MAVCC, 2014. ($74.00)


**Books students need up front**
FINANCIAL AID INFORMATION

- Types of Aid Available .......................................................... Pages 22
- Requirements for Continued Enrollment ...................... Page 24
- Refunds .............................................................................. Page 24
- Required Disclosures ...................................................... Page 24
- Student Consumer Information ................................. Page 25
- Accreditation Statement .............................................. Page 26
- Notice of Non Discrimination ................................. Pages 27-28
- Application ........................................................................ Page 29
- Voluntary Disclosure of Demographic Data .......... Page 31
GREAT PLAINS TECHNOLOGY CENTER

FINANCIAL AID INFORMATION SHEET

Federal Pell Grant

Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs. Unlike a loan, a Federal Pell Grant does not have to be repaid. To determine if you are eligible financially, the US Dept of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number and will tell you if you are eligible. How much you receive will depend not only on your EFC but also on your cost of attendance, whether you are a full-time or half-time student and whether you attend school for a full academic year or less. You may not receive Pell Grant funds from more than one school at a time. To apply fill out a Free Application for Federal Student Aid available in the financial aid office or apply online at www.fafsa.ed.gov.

Federal Supplemental Educational Opportunity Grant

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need -- that is, students with the lowest Expected Family Contributions (EFC) -- and gives priority to students who receive Federal Pell Grants. An FSEOG doesn't have to be paid back. Students at the school are awarded an FSEOG based on the availability of the funds at the school. You can receive either $100 or $200 per year depended on your start date. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs.

Oklahoma Tuition Aid Grant Program

The Oklahoma Tuition Aid Grant Program (OTAG) is a need based grant program for Oklahoma residents who attend approved colleges, universities, and technology centers in Oklahoma. Awards are approved for full-time or half-time students in undergraduate or graduate study. To apply complete a FAFSA as soon as possible after January 1. Applications are awarded in descending order of highest need until all funds are committed. OTAG will review your family financial information to determine your eligibility. OTAG will notify you if you are approved. Great Plains Students must be enrolled and attending a full time adult program approved for Federal Title IV programs.

Veterans Educational Benefits

Great Plains Technology Center has several full time adult programs and short term ACD programs approved for Veterans Educational Benefits. For more information regarding VA Educational Benefits for full time adult programs or for short term ACD programs please contact Rhonda Mahaffey, Career Counselor, at 580.250.5503, Bldg. 100, Room 107.

Great Plains Technology Center does NOT Participate in the Following:

Federal Student Loan Programs
Federal College Work Study or the Perkins Loan Program

SCHOLARSHIPS

GREAT PLAINS TECHNOLOGY CENTER FOUNDATION SCHOLARSHIP

The Great Plains Foundation was established in 1980 to assist students with tuition costs. Eligibility based on financial need. Applications are available in the Financial Aid Office, Bldg 100

THE OKLAHOMA CAREER TECH FOUNDATION OTHA GRIMES SCHOLARSHIP

Otha Grimes Scholarship applications are distributed to current full time adult students the beginning of the Fall and Spring semesters. Scholarship limited to 9 students per semester. Scholarships must be used for expenses directly related to a student's program. Such as: tuition, books, uniforms, and conference registration and school supplies.

DR. GEORGE BRIDGES NEXT STEP SCHOLARSHIP

The scholarship is a one-time tuition scholarship. The maximum award is $1,575 toward tuition ($787.50 per semester). No monies are issued directly to the scholarship recipient. An activation fee of $50.00 is required for the scholarship recipient. This non-refundable processing fee is due before the start date of any Program or Adult Career Development (ACD) short-term class(es). The scholarship is good for 2 years from the date of activation. Once the scholarship has been approved, it is for tuition only and can be applied towards a full-time Program or any of ACD short-term class(es) that have approved education plans. You must have an approved sequence education plan before enrolling in any short-term class. Contact Student Services at 580-250-5535 to set up an appointment regarding the education plans. Your education plan must be completed within (2) years from the date of the activation.

SUPERINTENDENT’S SCHOLARSHIP

The Great Plains Technology Center Superintendent’s Scholarship is a tuition waiver only. The scholarship is awarded exclusively to high school students planning to complete his/her current program after high school. One scholarship per instructor is awarded.

For more information about the scholarships, please call the Financial Aid Coordinator, Dustin Davidson at 580.250.5534
REQUIREMENTS FOR CONTINUING ENROLLMENT

A student is expected to make progress toward satisfactory completion of his/her Program to be eligible for continued enrollment and be up to date with payments of tuition and fees.

The student may change to another Program with the permission of the Dean of Students/Principal and the instructor in the course into which he/she is changing. A student who fails to attend class regularly or otherwise demonstrates a lack of appropriate concern for satisfactory progress and conduct will be terminated from the school. The appeal process does not apply to academic terminations. Any student may apply for reinstatement at the beginning of a new semester. Re-entrance after reasonable assurance of improved trainee attendance and effort will be on a space available basis, and will require administrative approval. Re-entrance after two (2) dismissals for excessive absences will be considered on an individual basis.

REFUNDS

Refunds to post-secondary students in full-time adult programs at Great Plains Technology Center are made as follows:

A. If a student withdraws the 1st day of class, refund is 100% of tuition paid.
B. If a student withdraws the 2nd through the 10th day of scheduled school days, refund is 75% of the tuition paid.
C. If a student withdraws after the 10th day of scheduled school days, there is no refund.
D. If a student has paid the entire program costs at the beginning of the school year and then drops, the unused portion of any future semester will be refunded.

A Student’s Return to Title IV aid, for those who have received Title IV funds during the 2018-19 school year, is calculated in accordance with the Return of Title IV Funds law.

All adult students who withdraw from a program must complete a drop form in the One Stop Center, Room 111. No refunds will be made until cleared through the Student Office and the Financial Aid Office.

RETURN OF TITLE IV FUNDS

As a general rule, when a student completely withdraws from Great Plains Technology Center, grants do not need to be repaid. However, a student may have to repay a certain amount if he/she withdraws or is dismissed prior to completing more than 60% of a payment period.

If a student completely withdraws from school during a term, the school must calculate--according to a specific formula--the portion of the total scheduled financial assistance a student has earned and is therefore entitled to receive up to the time of withdrawal. If a student received more assistance than was earned, the unearned excess funds must be returned to the Department of Education.

• To officially withdraw from Great Plains Technology Center, please contact the Student Office located in Building 100, room 111 to complete an official Termination of Attendance form.

An unofficial withdrawal will be completed on any student who is absent five (5) consecutive school days without contacting the school and the effective date shall be the last date of attendance.

How The Percentage Is Calculated:

The portion of the federal grants a student is entitled to receive is calculated on a percentage basis by comparing the total number of hours in a payment period to the hours scheduled to complete in the payment period. For example, if a student completes 30% of the payment period the student earns 30% of the assistance he/she was originally scheduled to receive. This means that 70% of the scheduled awards remain unearned and must be returned to the Department of Education.

Students are notified by letter within 30 days if a balance is due based on the Return to Title IV calculation. Students have 45 days from the date of the letter to repay the school the amount due. At the end of the 45 day period, if the student fails to pay the amount due, he/she will be reported to the U. S. Department of Education for collection and an overpayment alert is posted in NSLDS by the school. The student will not be eligible for Title IV assistance until the overpayment is resolved.

At 60%--A Student Has Earned All of the Assistance

Once a student has completed more than 60% of the payment period, the student is said to have earned all of the assistance. If the student withdraws before completing 60% of the payment period, he/she may have to repay any unearned federal monies that were already disbursed. The withdrawal date is determined by the school’s student accounting system and shall be the last date of attendance.

Conditions Where a Student May be Eligible for a Title IV Disbursement after Withdrawal

Occasionally students are eligible for a post-withdrawal disbursement. (See Financial Aid office for detailed calculation.) This occurs when a student attends class and withdraws before a Title IV disbursement has been issued to the student or to the student’s account.

If charges exist on the student account, Great Plains Technology Center will credit the account with all or a portion of the post-withdrawal disbursement. If no charges exist, then Great Plains Technology Center will offer the student the portion earned within 30 days of the withdrawal date.

If a Return to Title IV Funds exists due to invalid information given on an application by the student or an error of the institution, that amount will be due the Title IV Program. The over payment will be determined by the Financial Aid Coordinator. The student will make payment to Great Plains Technology Center’s Business Office which in turn will refund the Department of Education.

VA Beneficiaries: GPTC is required to report, without delay, the interruption or termination of attendance for individuals enrolled in an educational assistance programs administered by VA. VA beneficiary students may be in debt to the VA if they withdraw or are terminated. All overpayments will remain the responsibility of the student. A student who is a military reservist or National Guardsman that is called for active duty or drill duty will be granted a temporary leave of absence and can resume instruction upon return without penalty.

Revised 6-14-17
### Required Disclosures of Student and Employee Consumer Information

*Great Plains Technology Center prohibits misrepresentation of program content, outcomes, certifications/licensure, and admissions. Great Plains Technology Center also prohibits misrepresentation of financial aid opportunities, procedures, eligibility, or award.*

<table>
<thead>
<tr>
<th>What to Disclose, When, and to Whom</th>
<th>Description of Information to be Disclosed</th>
<th>Where to Find Information*</th>
</tr>
</thead>
</table>
| **What: Institutional Information (668.43)** | • Cost of attending school i.e.: Tuition and Fees  
• Institutional Refund Policy  
• Requirements for officially withdrawing from school  
• Requirements for return of Title IV, HEA grant or loan aid  
• Information regarding the programs, institutional facilities and faculty  
• Entities that accredit, license, or approve the school and its programs and procedures for reviewing school’s accreditation, licensing, or approval documentation  
• Description of any special services and facilities for disabled students  
• Titles and availability of employees responsible for dissemination of institutional and financial assistance disclosure information and how to contact them | • Student Handbook  
• Tech – Tab Booklet  
• U.S. Dept of Ed’s College Opportunities website: http://nces.ed.gov/IPEDS  
Click on IPEDS COOL  
Search for Great Plains Technology Center  
• Application Information Booklets |
| **Upon Request** | **To:** Enrolled Students  
Prospective Students | |
| **What: Financial Assistance Information (668.42)** | • Description of all available federal, state, local, private, and institutional financial assistance, and a description of: (1) application form and procedures; (2) student eligibility requirements; (3) selection criteria; and (4) criteria for determining the amount of a student’s award  
• Rights and responsibilities of students receiving Title IV and other financial aid, including: (1) criteria for continued eligibility; (2) satisfactory academic progress (SAP) standards; (3) criteria to re-establish eligibility if student fails to maintain SAP; (4) method and frequency of financial aid disbursements | • Student Handbook  
• Tech – Tab Booklet  
• Application Information Booklets  
• Studentaid.ed.gov  
• http://www.greatplains.edu |
| **Upon Request** | **To:** Enrolled Students  
Prospective Students | |
| **What: Family Education Rights and Privacy Act (FERPA) 34 CFR, Part 99** | • Right to and procedures for inspecting and reviewing student’s education records  
• Right to and procedures for requesting amendment of student’s education records believed to be inaccurate, misleading, or in violation of student’s privacy rights  
• Right to consent to disclosure of personally identifiable information contained in student’s education records  
• Right to file a complaint with ED for alleged school’s or educational agency’s failure to comply with FERPA requirements  
• Right to the criteria used to determine what constitutes a school official and a legitimate educational interest if school’s or educational agency’s policy is to disclose personally identifiable information from a student’s education records under 34 CFR, Part 99 without prior consent | • Student Handbook http://www.greatplains.edu/student-resources/  
• Great Plains Technology Center Policy and Procedures Manual |
| **Upon Request** | **To:** Enrolled Students  
Parents of Enrolled Students under the age of 18 | |
| **What: Completion/Graduation Rate and Transfer-Out Rate (668.45)** | • The institution’s completion or graduation rate for full-time, first-time, certificate-seeking students enrolled at the post-secondary level who graduated or completed their program within 160% of the normal time (scheduled length of programs) for graduation or completion  
• Cohort for non-term schools (Technology Centers): Students who enter between 8/1 and 8/31 and are enrolled at least 60 clock hours  
• Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution.  
• Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time student who receive Federal Pell Grants  
• Retention rates of certificate or degree-seeking first-time full-time undergraduate students. | • U.S. Dept of Ed’s College Navigator website: http://nces.ed.gov/IPEDS  
• Great Plains Technology Center website at www.greatplains.edu |
| **When:** Annually by July 1 | **To:** Enrolled Students  
Prospective Students | |
| **What: Campus Security Report (668.46)** | • Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police: (1) murder and non-negligent manslaughter; (2) negligent manslaughter; (3) sex offenses-forcible and non-forcible; (4) robbery; (5) aggravated assault; (6) burglary; (7) motor vehicle theft; (8) and arson  
• Statistics above are also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim’s actual or perceived race, gender, sexual orientation, ethnicity, or disability).  
• Statistics for 3 most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police: (1) arrests for liquor law violations, drug law violations, and illegal weapons possession; or (2) persons referred for campus disciplinary action for such violations  
• Policies concerning the security of and access to campus facilities and procedures to report campus crimes  
• Disciplinary actions imposed for the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of state underage drinking laws and federal and state drug laws  
• Plus: Crime Prevention programs, Drug/Alcohol Abuse Education programs, Sexual Offenses/Harassment and how to report such offenses. | • Student Handbook http://www.greatplains.edu/student-resources/  
• U.S. Dept of Ed’s College Navigator website: http://nces.ed.gov/IPEDS  
Search for Great Plains Technology Center.  
• Great Plains Technology Center website at www.greatplains.edu  
• Great Plains Technology Center Intranet |
NOTICE OF NONDISCRIMINATION

Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E 11411 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, age, religious beliefs, national origin, disability or veteran’s status that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers
Lawton campus—Joelle Jolly or Kevin Henson at 580.355.6371
Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525

No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E 11411 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEQ.), Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adquiera en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, edad, religión, origen nacional, discapacidad o estado de veterano que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Éra veteranos de Vietnam de 1974, 38 USC Sección 4212.

Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas at Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK or Great Plains Technology Center, 2001 E. Gladstone, Frederick, OK.

Title IX Coordinator/Compliance Officers
Lawton campus—Joelle Jolly or Kevin Henson at 580.355.6371
Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525
# ACCREDITATION STATEMENT

Both state and national agencies currently certify full time programs at Great Plains Technology Center.

All full time programs are certified by:

OKLAHOMA STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION
1500 West 7th Avenue  Stillwater, Oklahoma 74074-4364  Phone: 405.377.2000  [www.okcareertech.org](http://www.okcareertech.org)

GREAT PLAINS TECHNOLOGY CENTER IS ACCREDITED BY:

COUNCIL ON OCCUPATIONAL EDUCATION (COE)
7840 Roswell Road, Building 300 Suite 325  Atlanta, Georgia 30350  Phone: 800-917-2081  [www.council.org](http://www.council.org)

## INDIVIDUAL PROGRAMS ARE ACCREDITED THROUGH THE FOLLOWING AGENCIES

<table>
<thead>
<tr>
<th>FULL TIME PROGRAM</th>
<th>ACCREDITING AGENCY</th>
<th>ADDRESS</th>
<th>PHONE &amp; E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology (OSBCB)</td>
<td>Oklahoma State Board of Cosmetology and Barbering</td>
<td>2401 NW 23rd Street #84 Oklahoma City, OK 73107</td>
<td>405.521.2441 <a href="http://www.ok.gov/cosmo/">www.ok.gov/cosmo/</a></td>
</tr>
<tr>
<td>Practical Nurse (ACEN)</td>
<td>Accreditation Commission for Education in Nursing, Inc.</td>
<td>3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326</td>
<td>404.975.5000 <a href="http://www.acenursing.org">www.acenursing.org</a></td>
</tr>
<tr>
<td>Practical Nurse (OBN)</td>
<td>Oklahoma Board of Nursing</td>
<td>2915 N. Classen, Suite 524 Oklahoma City, OK 73106</td>
<td>405.962.1800 <a href="http://www.ok.gov/nursing">www.ok.gov/nursing</a></td>
</tr>
<tr>
<td>Surgical Technologist (CAAHEP)</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
<td>1361 Park Street Clearwater, Florida 33756</td>
<td>727.210.2350 <a href="http://www.caahep.org">www.caahep.org</a></td>
</tr>
<tr>
<td>Surgical Technologist (ARC-STSA)</td>
<td>Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting</td>
<td>7108 – C South Alton Way Centennial, CO 80121-2106</td>
<td>303.694.9262 <a href="http://www.arcstsa.org">www.arcstsa.org</a></td>
</tr>
<tr>
<td>Automotive Service Technician</td>
<td>National Automotive Technician Education Foundation</td>
<td>15034 Edwards Ferry Road, NE Suite 401 Leesburg, VA 20176</td>
<td>703.699.6650 <a href="http://www.asealliance.org">www.asealliance.org</a></td>
</tr>
<tr>
<td>Combination Collision Repair Technician (NATEF)</td>
<td>Automotive Service Excellence (ASE)</td>
<td></td>
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</tr>
<tr>
<td>Medium Heavy Duty Truck &amp; Light Repair Technician (NATEF)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Veterans Education and Training</td>
<td>Oklahoma State Accrediting Agency</td>
<td>4545 North Lincoln #281 P.O. Box 53067 Oklahoma City, OK 73152</td>
<td>405.521.3807 Fax: 405.521.4551 <a href="http://www.ok.gov/saa">www.ok.gov/saa</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHORT TERM COURSES</th>
<th>ACCREDITING AGENCY</th>
<th>ADDRESS</th>
<th>PHONE &amp; E-MAIL</th>
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</thead>
<tbody>
<tr>
<td>Emergency Medical Services</td>
<td>Oklahoma State Department of Health</td>
<td>1000 Northeast Tenth Street Oklahoma City, OK 73152</td>
<td>405.271.4027 <a href="http://www.health.state.ok.us">www.health.state.ok.us</a></td>
</tr>
<tr>
<td>Long Term Care Nurse Assistant/ Home Health Aide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motorcycle Safety</td>
<td>Motorcycle Safety Foundation, State Coordinator Oklahoma Highway Patrol</td>
<td>P. O. Box 11415 Oklahoma City, OK 73136</td>
<td>405.425.7705</td>
</tr>
<tr>
<td>Paramedic (CAAHEP)</td>
<td>Commission on Accreditation of Allied Health Education Programs</td>
<td>1361 Park Street Clearwater, Florida 33756</td>
<td>727.210.2350 <a href="http://www.caahep.org">www.caahep.org</a></td>
</tr>
<tr>
<td>Paramedic (CoAEMSP)</td>
<td>Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions</td>
<td>8301 Lakeview Parkway, Suite. 111-112, Rowlett, Texas 75088</td>
<td>214.703.8445 <a href="http://www.coaemsp.org">www.coaemsp.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAMERON UNIVERSITY PROGRAMS TAUGHT AT GREAT PLAINS TECHNOLOGY CENTER</th>
<th>ACCREDITING AGENCY</th>
<th>ADDRESS</th>
<th>PHONE &amp; E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiologic Technology (JRCERT)</td>
<td>Joint Review Committee on Education in Radiologic Technology</td>
<td>20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182</td>
<td>312.704.5300. Electronic Accreditation System can be found at <a href="http://www.jrcert.org">www.jrcert.org</a></td>
</tr>
<tr>
<td>Advanced Respiratory Therapist (CoARC)</td>
<td>Committee on Accreditation for Respiratory Care</td>
<td>1248 Harwood Road Bedford, Texas 76021-4244</td>
<td>817.283.2835 <a href="http://www.coarc.com">www.coarc.com</a></td>
</tr>
</tbody>
</table>

All programs policies and procedures are available to the public for viewing

Revised 5-17-18
FEES & TUITION

- Each adult applicant enrolling at Great Plains Technology Center will be charged $10.00 for the assessment administered.

- Enrollment is not official and complete until student has been notified of acceptance to programs and all processing guidelines are complete and conditions have been fulfilled.

- If student applies for financial aid or is sponsored by an agency the student is responsible for the tuition until Great Plains Technology Center receives an appropriate agency contract or certification. Should funds be canceled for any reason, the student will pay the full amount of any remaining training charge.

- Any tuition paid for program placement will follow the refund guidelines stated in enrollment packets.

STUDENTS FROM FOREIGN COUNTRIES

- Students, who are submitting documents or credentials from foreign countries, must have said documents and credentials evaluated and converted to United States equivalency with regard to classes, grades, credit for work, diplomas, and degrees.

- One agency that provides this service is World Education Service, 1-800-937-3895. Applications for this service may be accessed at www.wes.org/who.html. Transcripts must be translated prior to sending to World Education Service. If you need to find a translator in the U.S., you may wish to contact University Language Services, Inc. 1.800.419.4601. This information is provided for your convenience only. All arrangements must be made directly with the translation service and WES.

NONIMMIGRANT

- “This school is authorized under Federal law to enroll nonimmigrant alien students.”

STATISTICAL INFORMATION

- Some information provided on this application may be used for institutional statistical information only. This information will not be published nor used in the student selection process.

AFTER PLACEMENT IN A PROGRAM AT GREAT PLAINS TECHNOLOGY CENTER

- If you have disabilities, which require reasonable accommodations to perform the essential skill of the Program, it is your responsibility to provide documentation and notify your instructor and/or a Career Counselor.

CAMPUS CRIME REPORT

- In order to comply with federal regulation 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Great Plains Technology Center is available on our web site at www.greatplains.edu.

- The report lists statistics of the crime committed on Great Plains Campuses over a 3-year period and information/policies regarding campus crime.

ASBESTOS REQUIREMENTS

- Great Plains Technology Center is in compliance with USEPA requirements for asbestos. Management plan is on file in Building 500.

FERPA COMPLIANCE

Great Plains Technology Center, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) has designated the following items as directory information: student’s name, address, telephone number, field of study, class, recognized activities, certifications and awards received, most recent previous educational agency or institution attended by the student. Great Plains Technology Center may disclose any of the above listed items with the student’s prior written consent, unless the Office of the Registrar is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student’s written permission. GPTC may provide access to a students’ education records to a third party on as provided in FERPA and GPTC policy.
NOTICE OF NONDISCRIMINATION

- Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement.

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- Title IX Coordinator/Compliance Officers
  Lawton campus— James Bishop or Joelle Jolly at 580.355.6371
  Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525

NOTICE OF NON-DISCRIMINATION

- No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, discapacidad o estado de veterano en el cumplimiento de este Acuerdo. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo.

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- Title IX Coordinator/Compliance Officers
  Lawton campus— Joelle Jolly or Kevin Henson at 580.355.6371
  Frederick campus—Nancy Hasley or Gary Tyler at 580.335.5525
APPLICATION FOR ADMISSION
www.greatplains.edu
LAWTON CAMPUS
4500 W. Lee Blvd
Lawton, OK 73505
580.355-6371
FREDERICK CAMPUS
2001 E. Gladstone
Frederick OK 73542
580.335-5525

PERSONAL INFORMATION (PLEASE PRINT)

Name ____________________________________________________________

Surname First MI SSN __________________________

Former Name(s) or AKA (Also Known As): ________________________________

Mailing Address __________________________________________________________

House number and Street name (If you have a PO Box you must also provide a physical address) City State Zip

Physical Address __________________________________________________________

House number and Street name City State Zip

Phone: ☐ Cell or ☐ Home __________________________ Work Phone: __________________________

Required email address for notification: ____________________________________________

Are you 18 years or older? ☐ YES ☐ NO

Are you a Registered Sex Offender? ☐ YES ☐ NO

HAVE YOU PREVIOUSLY ATTENDED GPTC?

☐ NO ☐ YES If yes, please check below and list class / program attended:

☐ High School __________________________ ☐ Full Time Adult __________________________

☐ Short Term Evening / Weekend __________________________ ☐ Part Time Adult __________________________

HAVE YOU EVER WITHDRAWN OR BEEN DISMISSED FROM ANY FULL TIME PROGRAM AT GPTC?

Any student applying for re-admission to GPTC after withdrawing or having been dismissed must have permission from the Superintendent or his designee prior to re-admission. Readmission form must be received before application process can proceed.

☐ NO ☐ YES - If Yes, Explain __________________________________________

EDUCATION LEVELS - OFFICIAL TRANSCRIPTS REQUIRED, High School or GED Scores and College (Check all that apply)

☐ Yr. ________ GED

☐ Yr. ________ High School Graduate

☐ Some College, No Degree

☐ Yr. ________ Technical Diploma

☐ Yr. ________ Associate Degree

☐ Yr. ________ Bachelor Degree

☐ Yr. ________ Master's Degree

☐ Yr. ________ Doctorate Degree

IN WHICH PUBLIC SCHOOL DISTRICT DO YOU RESIDE?

☐ Lawton Public Schools

☐ Cache Public Schools

☐ Chattanooga Public Schools

☐ Davidson Public Schools

☐ Elgin Public Schools

☐ Fletcher Public Schools

☐ Frederick Public Schools

☐ Geronimo Public Schools

☐ Grandfield Public Schools

☐ Indiahoma Public Schools

☐ Randlett Public Schools

☐ Sterling Public Schools

☐ Snyder Public Schools

☐ Tipton Public Schools

☐ OTHER School District Not Listed

FINANCIAL PLANNING - Do you plan to apply for the following? - (Check all that apply)

*Federal Financial Aid (Pell Grant) ☐ YES ☐ NO

VA Education Benefits ☐ YES ☐ NO

Great Plains Foundation ☐ YES ☐ NO

Next Step Scholarship ☐ YES ☐ NO

OTHER FUNDING ____________________________________________

Signature ____________________________________________ Date __________________________

Any falsification of information on the application or provided for the application packet will nullify the application or may result in dismissal from GPTC.

I have received the Gainful Employment information for the program in which I have applied.

Signature ____________________________________________ Date __________________________
<table>
<thead>
<tr>
<th>Date Interviewed:</th>
<th>ASSESSMENT SCORES:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
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<tr>
<td></td>
<td>R</td>
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**Non Medical**

<table>
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<tr>
<th>Waiting List Date:</th>
<th>Results:</th>
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</table>

**Medical**

<table>
<thead>
<tr>
<th>Date Sent To B700</th>
<th>Date Received:</th>
<th>Time Received:</th>
<th>Received By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prospective Student

VOLUNTARY DISCLOSURE OF DEMOGRAPHIC DATA

- Great Plains Technology Center collects student applicant demographic data for informational purposes.
- This information is confidential and is not used in screening, accepting, or enrolling students.
- Please return this with your application to Great Plains Technology Center.
- If you prefer not to disclose this information, please initial the statement below declining to participate.

Your status as an applicant at Great Plains Technology Center will not be affected by completing or not completing this information.

COMPLIANCE STATEMENT

Great Plains Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

REQUEST FOR APPLICANT DATA

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Date of Application</th>
<th>Program Applied For</th>
</tr>
</thead>
</table>

ETHNICITY/RACE

- White
- Black
- American Indian
- Asian
- Hispanic
- Latino
- Native Hawaiian/ Pacific Islander
- Two or More Races

GENDER

- Male
- Female

My signature immediately below signifies that I have provided this information for demographic purposes and Great Plains Technology Center will not use this information for any other purpose.

Applicant Signature __________________________________________

__________ By initialing this line, I certify that I decline to provide this information.

May 2014
Great Plains Technology Center School District Number 9
Undergraduate certificate in Surgical Technologist
Program Length: 9 months

Students graduating on time
N/A* of Title IV students complete the program within 9 months1
*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Program Costs*
$1,777 for tuition and fees
$1,742 for books and supplies
$8,500 for off-campus room and board
Other Costs:
No other costs provided.
Visit website for more program cost information: greatplains.edu/adult/lawton-career-majors/
*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
0% of students who attend this program borrow money to pay for it2

The typical graduate leaves with
N/A* in debt3
*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment
N/A* per month in student loans with N/A* interest rate4.
*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns
$22,251 per year after leaving this program5

Graduates who got jobs
N/A* of program graduates got jobs according to the accredit or job placement rate6
*Program does not have enough completers to calculate a placement rate as required.

Program graduates are employed in the following fields:
Surgical Technologists: http://onelink.org/link/summary/29-2055.00

Licensure Requirements6
*Program has no licensure requirements in any state.
**Additional Information:**
No additional notes provided.

Date Created: 2/2/2017  
These disclosures are required by the U.S. Department of Education

Footnotes:
1. The share of students who completed the program within 100% of normal time (9 months).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate: N/A

8. Accreeditior Job Placement Rate: N/A