Chair's Message
By Tony Makin, CST, BS, FAST

I hope this message finds you facing exciting challenges with your students. I have just returned from an AST sponsored forum in Nashville Tennessee on clinical instructors and clinical preceptors. The attendance was good and the participation by attendees was excellent. I am sure everyone left with something that they could use to enhance quality education for the ST student. The clinical preceptor often gets lost in the education process. Here are a few ideas that our program uses to recognize the contributions that preceptors make to my program and to my students. If you have ideas or strategies that you use, please share them with me so that I can share them with other instructors. Thank you.

NOTE: Tony Makin , CST, BS, FAST was elected Chair of the ARC-ST at the Fall 2008 Board of Directors meeting.

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SUPPORTING STUDENT SUCCESS IN THE CLINICAL SETTING — One Approach

The clinical phase of the Surgical Technology education process can be one of the most daunting and challenging for the OR novice. It is the first opportunity that students have to experience operating room practice outside of the controlled classroom and laboratory setting. Each clinical facility has their own institutional practices which may differ from those instructed in mock lab. The pace in the OR is faster than in lab, there is a real patient on the bed, and the variables are no longer easy to predict and control, as each patient is unique. One of the responsibilities of the clinical educator is to assist the student in transitioning from the controlled environment of the classroom/lab to "live" operating room. Identifying strategies to assist and support the student during this time of transition is critical to their success.

The Surgical Technology program at Guilford Technical Community College (GTCC) in Jamestown, North Carolina has developed two strategies to support student success in transitioning from class to clinical to professional practice. These approaches were developed in partnership with its clinical affiliate, Moses Cone Health Care System. The GTCC-ST program uses three of the four hospitals in the MCHS system for its clinical rotations.

The first strategy used to promote student success is to identify, utilize and recognize outstanding preceptors. An outstanding preceptor is one who is willing and able to guide, mentor, and collaborate with the students as they practice and perfect their professional knowledge, skills, and behaviors. At the end of each year the students select one preceptor at each clinical site for special recognition

ARC-ST Board of Directors

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Jamestown, NC

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Rock Hill, SC

Inside This Issue:

and award them a certificate of appreciation. The students then select a "Preceptor of the Year" from that group of recognized preceptors. The "Preceptor of the Year" is recognized with an additional certificate.

The second strategy used to support student success is to pair an experienced CST with a student during their educational experience. The CST and student are paired by the program director and available CST's and maintain contact by phone, email, or face-to-face meetings during the school year. It is entirely up to the student and preceptor as to the frequency and type of communication. The advantage to the student is to able to ask the CST questions about professional issues or clinical situations that arise from their studies or clinical experiences throughout the year. The advantage to the CST is to learn how the student progresses through the education process. The CST continues to act as a mentor for the student, even if the student is not assigned to their clinical site. The bond that this team establishes often continues even after graduation and if the student is employed at the CST's facility, the CST becomes the orienting tech for the student.

This partnership creates a win/win situation for the team. The student is able to establish contact with a CST who serves as an additional source for information and support during formal education. The CST is able to develop teaching and mentoring skills and can serve as a professional reference for the student as they graduate and enter the workforce.

GTCC has recognized its outstanding preceptors for more than 10 years. The preceptor/student partnership was proposed by the CSTs at the clinical sites. Students, graduates, preceptors, and employers report that these strategies have had a positive impact on GTTC's ability to prepare tomorrow's healthcare workforce.

~ Calendar of Meetings and Events ~

November 21, 2008: CAAHEP Board of Directors Conference Call

February 6-8, 2009: Instructor's Forum San Diego, CA (including AFE and Site Visitor Training)

March 18-21, 2009: SASA and ARC-ST Board of Directors Meeting, San Diego, CA

May 15, 2009: CAAHEP Board of Directors Conference Call

May 25-29, 2009: Instructor's Workshop/AST Nat'l Conference Las Vegas, NV (including AFE and Site Visitor Training)

July/August, 2009 (specific date TBA**):** Accreditation Fundamentals for Educators (AFE) Workshop Denver, CO

September 15-19, 2009: SASA and ARC-ST Board of Directors Meeting, Denver, CO

ARC-ST Staff

Executive Director
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keith.orloff@arcst.org

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Executive Director's Corner
By Keith R. Orloff, CST, FAST

I am pleased to report a very active and challenging 2008 for the ARC-ST team including the Board of Directors, the Subcommittee on Accreditation for Surgical Assisting (SASA) and the accreditation services staff.

Positive events affecting programmatic accreditation services for surgical technology and surgical assisting have taken place in the last 12 months as a result of the work of both the SASA, ARC-ST and CAAHEP, some of which are highlighted below.

- ARC-ST conducted **250+** reviews of program applications, progress reports and other accreditation-related activities from September 2007 to September 2008.
- Awarded 2008 **Scholarships** totaling $3000 to 3 students and 2 educators (see the 2009 Scholarship program announcement in this issue of the *Communiqué*.)
- Philanthropic outreach included donations the American College of Surgeons **Project New Orleans** post-Katrina emergency relief effort and **Project C.U.R.E.**
- Van Bates, CST, BA and Dorothy Rothgery, CST/CFA, MS, joined SASA as its newest members.
- Ann M. McGuiness, CST, MSEd, CNOR, joined the ARC-ST staff as the new ARC-ST **Director of Accreditation Services** (DAS).
- New CAAHEP **Surgical Assisting** *Standards & Guidelines* were developed, presented at open hearing, adopted and implemented effective August 1, 2008.
- New **Accreditation Fundamentals for Educators** (AFE) workshop launched successfully at the annual Instructor's Forum and the Instructor's Workshop.
- Hosted two **Site Visitor Training** workshops, *Beginning and Advanced,* at both the Instructor's Forum and Instructor's Workshop incorporating a new CAAHEP online Site Visitor Training module.
- ARC-ST hosted the biannual **Strategic Summit** meeting including AST and the National Board for Surgical Technology and Surgical Assisting (NBSTSA) to address issues affecting the practice through legislation, education, and credentialing.
- Launched pilot-test of and transition to the national CST examination as an approved *outcomes measurement* for those programs electing to begin doing so August 1, 2008.
- Approved official name change to the *Accreditation Review Council on Education in Surgical*

Technology and Surgical Assisting (ARC-STSA) effective August 1, 2009.

As our work has grown significantly, the ARC-ST is seeking applications from qualified candidates for a 2009-2012 term appointment to the ARC-ST Board of Directors (Please see the announcement below).

The long association between ARC-ST and CAAHEP has reinforced a mutual commitment to our collaborative mission of providing world-class recognition for quality surgical technology and surgical assisting education, to the student, educator, regulatory and healthcare consumer communities, through specialized programmatic accreditation services. CAAHEP accreditation continues to serve as the *gold standard* for programmatic accreditation in the healthcare professions.

Congratulations to all of the programs who have been awarded initial and continuing CAAHEP accreditation...we applaud your continuing commitment to excellence in surgical technology and surgical assisting education through accreditation.

WANTED ## Applications Being Accepted ARC-ST Board of Directors **WANTED**

The ARC-ST is currently accepting applications for the ARC-ST appointment to the ARC-ST Board of Directors(3 year term).

Criteria for appointment include:
- CST or CST/CFA
- educator in a CAAHEP-accredited Surgical Technology or Surgical Assisting program
- experience with the accreditation process (on-site visitors preferred)

For application guidelines, please visit the "Site Visitor Information" menu on the ARC-ST website (www.arcst.org) and submit the same documentation as for a site visitor.

Applications, including supporting documentation, should be mailed to:

Keith R. Orloff, CST, FAST
Executive Director
ARC-ST
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120-8031

Completed applications and supporting documentation **must** be received by the ARC-ST on or before **December 12, 2008** to be considered for appointment.

The Subcommittee on Accreditation in Surgical Assisting (SASA) Updates

The Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Sub-committee on Surgical Assisting Accreditation (SASA) and the Accreditation review Committee on Education in Surgical Technology (ARC-ST), adopted the 2008 CAAHEP Standards & Guidelines for Education in Surgical Assisting as approved by the *American College of Surgeons* (ACS), the *Association of Surgical Technologists* (AST), the *National Surgical Assistant Association* (NSAA) at the *open hearing* in Denver on July 25, 2008. These revised SA Standards are part of a CAAHEP process which requires each of the Committees on Accreditation (e.g.; ARC-ST/SASA) to periodically review and update their standards to reflect both outcomes-based accreditation and changes to the educational needs of the profession.

These SA *Standards & Guidelines* are the direct result of three years of review and analysis as part of the CAAHEP process for standards revision and are designed to address the needs of our sponsors, accredited programs, students, practitioners and educators in reflecting the professional development of the field of surgical assisting.

The SA *Standards & Guidelines* became *effective* August 1, 2008 and are posted on the ARC-ST website (www.arcst.org) for easy access. Please note, only programs currently accredited *or* which have submitted a *completed* accreditation application package to the SASA/ARC-ST *prior* to August 1, 2008 may continue to operate under the 2002 Standards & Guidelines for a limited time. Those programs should begin to transition to the 2008 Standards and should refer to the **2008 Standards Implementation Timeline** below to determine which Standards may be met at a later date.

Timeline for Surgical Assisting 2008 Standards Compliance

New Applications: Initial applications received *on or after* August 1, 2008 must comply with all 2008 Standards.

Current Applications: Initial applications received *before* August 1, 2008—see timeline for currently accredited programs below.

Currently Accredited Programs: Accredited programs must meet or exceed all *Standards* on **August 1, 2008** except as follows:
- **Standard I A 1** Institutional Accreditation **August 1, 2010** - Mandatory demonstration of institutional accreditation (national or regional).
- **Standard III C** Resources – Curriculum **August 1, 2010** - Mandatory demonstration of compliance with Core Curriculum for SA, 2nd Ed.
- **Standard IV B** Student Evaluation – Outcomes Assessment **August 1, 2009**
  - Implement outcomes assessment beginning with academic year 8/1/09 – 7/31/10
  - Core Indicators = Graduate Satisfaction, Employer Satisfaction, retention, placement and program assessment examination (CFA or CSA exam)
  - Program initial annual reporting of outcomes

Subcommittee on Accreditation in Surgical Assisting (SASA)

Chair
Clinton Crews, MPH
Norfolk, Virginia

Committee Members
Van Bates, BA, CST
Fairview, Tennessee

David Jennette, CSA
Suffolk, Virginia

Dorothy Rothgery, CST/CFA, MS
Detroit, Michigan

Carolyn Stewart, PhD, EdS
Rock Hill, South Carolina

ARC-ST Fall 2008 Office Hours/Holiday Schedule

ARC-ST regular office hours are Monday – Friday, 8 AM – 4:30 PM (Mountain Time).

Offices Closed

ARC-ST offices will be closed on the dates noted below in observance of the holiday season. Accreditation services and assistance will resume on the next business day during regular office hours.

Thursday-Friday, *November 27-28, 2008*	Thanksgiving Observance
Thursday-Friday, *December 25-26, 2008*	Christmas Observance
Thursday-Friday, *January 1-2, 2009*	New Year's Observance

Note: ARC-ST offices will close at noon on Wednesday, *December 24th* and *31st, 2008*.

On behalf of the ARC-ST Board of Directors, SASA members and the Staff,
we wish **all** a happy and healthy holiday season!!

ANNOUNCEMENTS

ATTENTION NEW PROGRAM DIRECTORS!!

NEW <u>2009</u> REQUIREMENTS FOR NEWLY APPOINTED PROGRAM DIRECTORS

At the Fall 2008 Board of Director's meeting, the board approved a new mandatory professional development requirement for newly appointed program directors.

Effective **<u>January 1, 2009</u>**, all newly appointed program directors are required to attend an ARC-ST Accreditation Fundamentals for Educators (AFE) Workshop within **one** (1) year of appointment.

The AFE Workshop is designed to give program directors basic information on the accreditation process, including information on:

- Accreditation Definitions
- Types of Accrediting Bodies
- Institutional versus Programmatic Accreditation
- Accreditation Actions
- Terminology Associated with Accreditation
- The Accreditation Process
- Initial versus Continuing Accreditation
- Assessment Planning
- Standards Interpretive Guide

While this workshop is open to all Surgical Technology Program Directors and educators, newly appointed program directors will be required to submit proof of attending an AFE to the ARC-ST in support of their appointment.

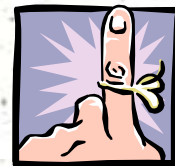The workshops will be offered three times per year:
- Friday before the AST Instructors' Forum (February)
- during the AST Instructor's Workshop (May)
- in Denver, CO at ARC-ST headquarters on July 18, 2009 or August 1, 2009.

The cost of the workshop is **$50** <u>plus travel and accommodations</u>.

Please contact the ARC-ST at 303-694-9269 or ann.mcguiness@arcst.org for more information.

Reminder....

If you have had changes in program personnel, please let us know.

The CAAHEP Standards state that "The sponsor must report substantive changes as described in Appendix A to CAAHEP/ARC-ST in a timely manner."

If your program has had a change in faculty, please notify the ARC-ST office in writing and include:

- A revised ARC-ST Faculty Reporting form
- An ARC-ST Curriculum Vitae form
- An ARC-ST Schedule of Responsibilities form
- A current résumé
- Proof of an NCCA-approved credential in Surgical Technology (CST, CFA, or CST/CFA)

All standardized ARC-ST forms can be obtained by request at rita.martin@arcst.org.

The ARC-ST has a new name!!!

At its Fall 2008 meeting, the ARC-ST Board of Directors meeting, in collaboration with the Subcommittee on Accreditation for Surgical Assisting (SASA), decided to change the name of the ARC-ST to better reflect all education programs served by this organization.

Effective *August,1, 2009*, the ARC-ST will officially change its name to the ***Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA)***. The ARC-STSA can still be reached by mail at 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, by phone at 303-694-9262, by fax at 303-741-3655, or e-mail (E-mail addresses remain unchanged)!!

Future Mailings — Don't Lose Out!

The *Communiqué* will be going out two times a year via e-mail. Please make sure we have your correct e-mail address so that you continue to receive each issue. Please e-mail elaine.mcfarlane@arcst.org if your e-mail address has changed. Please be sure to include your name and your school name so that we may update our database.

If you know of someone who would like to receive a copy of the *Communiqué* but is not currently on our mailing list, please send the information to the e-mail address listed above or contact us at (303) 694-9262.

Congratulations to the 2008 ARC-ST Scholarships Winners!!

At its April 2008 meeting, the ARC-ST Board of Directors awarded the following 2008 scholarships:

Advanced Education Educator Scholarship
1. **Thomas Lescarbeau** (McCann Technical School, MA) - $500
2. **Teri Junge** (San Joaquin Valley College, CA) - $500

Student Scholarship
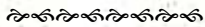1. **Cynthia E. Minyard** (Yakima Valley Community College, WA) - $1000
2. **Christopher R. Gray** (Glendale Career College, CA) - $500
3. **Kenneth J. Beal** (Baker College of Flint, MI) - $500

There were no applications for the AAD Educators Scholarship. The ARC-ST delegated the unused monies to provide two additional student scholarships. Below are some brief autobiographical descriptions of a few of the scholarship winners. Again, congratulations to the ARC-ST Scholarship Winners and Best of Wishes as you pursue your personal and professional goals!

Thomas Lescarbeau, CST/ CFA, AS
Program Director/Instructor
C.H. McCann Technical School
North Adams, Massachusetts

Thank you for selecting me to receive an ARC-ST Educator's Scholarship. I plan to use this scholarship to assist in completing a baccalaureate degree in vocational education. This degree has helped me learn methods of developing and implementing current learning theories in the classroom to help my students become more successful in achieving their goals of becoming Surgical Technologists. As an instructor, and perhaps their patient one day, it is important to give them my best. Thank you for this opportunity.

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Teri Junge, CST/ CFA, AAS
Program Director/Instructor
San Joaquin Valley College-Fresno
Fresno, California

Thank you for considering my application for the ARC-ST Educator's Scholarship. I am so pleased to have been selected for the award. I have requested assistance three reasons. First, a financial need exists; second, academic excellence is demonstrated; and third, a belief that advanced education, especially for surgical technology educators, enhances the profession.

As a single parent of two internationally adopted children, with careful planning, my salary as Surgical Technology Program Director at San Joaquin Valley College in Fresno, CA meets our daily needs. College tuition is an added strain on an already tight budget. Unfortunately, my employer does not offer a tuition reimbursement program and I did not qualify for any student grants. Right now, I am limited to taking one course every semester due to budget constraints. The scholarship is allowing me to take two or more courses per semester and I plan to complete my degree by the end of the year!

I like to think that I always strive for excellence in anything that I do. I want to be an example for my children, my students, and in my community. I maintained a 4.0 grade point average during completion of my Associate Degree and, so far, have achieved all A's in my quest to obtain my Bachelor Degree through Baker College Online (headquartered in MI).

My objectives, as a surgical technology educator, are to promote the profession of surgical technology, to stress the importance of accreditation of surgical technology education programs, and to help recognize the necessity for certification of surgical technologists. All of these concepts together make

the profession strong, re-spected, and capable of sustaining itself. I feel that I will be better equipped to continue pur-suing the objective of enhancing the profes-sion once I have earned my Bachelor of Health Services Administration degree.

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Cynthia E. Minyard, SST
Student
Yakima Valley Community College
Yakima, Washington

My name is Cynthia Min-yard and I am excited to be one of the ARC-ST Scholarship recipients for 2008!

I am thankful for this scholarship as it aids my education in the field of Surgical Technology. Surgical technology is growing tremendously as a specialty and I am eager to get this career started. Getting the most from an education is
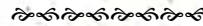
the key and of utmost importance in obtaining the best opportunities available.

With that said, I would like to tell you a little about myself. I have been a mom for the last 20-plus years. I spent most of my children's lives at home raising them to adulthood. Over the last 10 years, I have been able to hone my anatomy skills and get to know medical terminology working as a Medical Tran-scriptionist from home. Now, I am an 'empty-nester' who has decided the medical field is where I would like to spend the re-mainder of my career.

Part of my experience in getting this education is not only becoming employed as a Surgical Technologist, but to use these skills in order to help others in need. After obtaining solid experience as a Surgical Technologist, I have set goals to perform mission work in the medical field. These skills can be used through organizations such as, 'Good Samaritans' or even through National Guard disaster relief; I know God can use me to help others in need. I have a big heart for helping oth-ers and this will fulfill my ambition to do so; and for that, I am grateful.
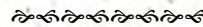
I am really looking forward to the second year of schooling, as this is where I

get more of the 'hands-on' approach to learning Sur-gical Technology. Thank you ARC-ST for your help in getting me here with this scholarship achieve a milestone in my life and in shaping my future!

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Christopher R. Gray, ST
Student
Glendale Career College
Glendale, California

No photo or essay available.

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Kenneth J. Beal, CST
Student
Baker College of Flint
Flint, Michigan

No photo or essay available.

CONGRATUALTIONS TO ALL OUR ARC-ST SCHOLARSHIP WINNERS!!

2009 ARC-ST Scholarship Program

We would like to invite any and/or all indi-viduals who might be interested in receiving an ARC-ST scholarship to submit application on or before **March 1, 2009**. (Please note that the ARC-ST Scholarships are different scholar-ships than those offered by the AST Foundation.)

Scholarship applications and guidelines can be found online on the ARC-ST website at: http://www.arcst.org/2009_scholarship.htm.

All ARC-ST scholarship applications must be mailed directly to:

ARC-ST Scholarship Program
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120-8031

Please contact Ann McGuiness with any questions regarding ARC-ST Scholarships, at (303) 694-9262 or ann.mcguiness@arcst.org.

Thank You ARC-ST Site Visitors!

We could not do what we do without you!!

Liz Alongi
Kristi Bailey
Julia Bannon
Tina Baumer
Liz Boatwright
Debra Bradley
Ruth Ann Briggs
Pam Buff
Vicki Bushey
Lorrie Campbell
Phil Carlock
Karen Chambers
Patricia Clarke
Carol Conover
Jinnie Cook
Lynda Custer
Wanda Dantzler
Mauro Da Fonte
Cynthia Farley
Crit Fisher
Gemma Fournier
Kevin Frey
Betty Gonzalez
Jessie Hernandez
Mildred Hill
Julia Hinkle
Jeannie Hurd
Chris Keegan
Robin Keith
Nancy Krupinski
Ron Kruzel
Chris Lee
Judy (Tyler) Lucas
Tammy Mangold
Lori Maynard
Bonita McCoy
Lavoshia McCraken
Ann McGuiness
Libby McNaron
Elena Mendieta
Kathy Mendoza
Janet Milligan
Jan Olmsted
Keith Orloff
Elizabeth Gail Oxner

Karen Powell
Jody Randolph
John Ratliff
Lisa Reed
Michelle Rey
Jim Richey
Betty Roberts
Margaret Rodriguez
Emily Rogers
Deborah Scott
Kim Shannon
Betsy Slagle
Ann Smith
Kathy Snyder
Christallia Starks
Jean Stewart
Joyce Tate
Lenworth Trail
Stella Trimble
Roy Zacharias

BoD and SASA
Van Bates
Jeff Bidwell
Clinton Crews
Diane Gerardot
Julia Jackson
Kathy Lee
Joe Long
Arthur (Tony) Makin
Stacey May
Dorothy Rothgery

PRR Panel
Kristi Bailey
Van Bates
Phil Carlock
Judy Lucas
Ann McGuiness
Keith Orloff
Emily Rogers
Dorothy Rothgery
Christallia Starks
Joyce Tate

You made our **2007** and **2008** site visits a success!

Instructors' Forum 2009

February 6-8, 2009

Holiday Inn on the Bay
1355 North Harbor Drive
San Diego, CA 92101

Hotel Reservations:
619-232-3861
*Mention group name,
Association of Surgical
Technologists,
and event name,
2009 Instructors' Forum*
Fax: 619-232-3951
Reservation deadline:
January 15, 2009
Room rate: $175/night,
single and double
occupancy

ARC-ST Sponsored Events:
Friday, February 6, 2009
8am – 12pm Fundamen-
tals of Accreditation
Workshop (**4 CEs**)
**Cost: $50 per person
(in addition to IF
registration fees)**

1 – 5 pm ARC-ST Site
Visitor's Training (**4 CEs**)
- Cost: Free

(Prerequisite: Status as current
site visitor **or** Accreditation
Fundamentals for Educators
(AFE) attendance **and**
CAAHEP Site Visitor online
training.)

For further information on
the Instructors' Forum
2009 or to register, visit
http://www.ast.org or call
AST at 800-637-7433,
ext. 2514.

Schools That Have Received Initial Accreditation:

Congratulations to the following surgical technology and surgical assisting programs that were granted accreditation at the November 2007, May 2008, and July 2008 CAAHEP meetings. These programs have successfully completed the accreditation process and have met or exceeded the national standards outlined in the *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology* or the *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Assisting*.

Surgical Technology:
Brown Mackie College, Merrillville, IN
Brown Mackie College, Michigan City, MI
Covenant Health System, Lubbock, TX
Des Moines Area Community College, Des Moines, IA
Indiana Business College-NW Campus, Indianapolis, IN
James Rumsey Technical Institute, Martinsburg, WV
Keiser Career College, Green Acres, FL
Kingsborough Community College, Brooklyn, NY
Lackawanna College, Towanda, PA
McCann School of Business and Technology, Hazelton, PA
MedVance Institute, Nashville, TN
Moultrie Technical College, Tifton, GA
National College, Indianapolis, IN
National College, Lexington, KY
North Florida Institute, Orange Park, FL
Pittsburg Technical Institute, Oakdale, PA
Sanford Brown Institute-North Loop, Houston, TX
Tomball College, Tomball, TX
University of Montana, Missoula, MT
Virginia Career Institute, Richmond, VA
Western Career College, Citrus Heights, CA
Western Career College, San Jose, CA

Surgical Assisting:
Macomb Community College, Clinton Township, MI
Wayne County Community College, Belleville, MI
Tulsa Technology Center, Tulsa, OK
University of Cincinnati, Clermont College, Batavia, OH

Satellite Approval
Surgical Technology:
University of Montana, Missoula, MT

Distance Education Approval
Surgical Technology:
Laramie County Community College, Cheyenne, WY

Surgical Assisting:
Vincennes University, Vincennes, IN

Schools That Have Received Continuing Accreditation:

Surgical Technology:
Aiken Technical College, Aiken, SC
Amarillo College, Amarillo, TX
Bronx Lebanon Hospital, Brooklyn, NY
Central Florida Community College, Ocala, FL
Central Technology Center, Drumright, OK
College of DuPage, Glen Ellyn, IL
Career Colleges of America, San Bernardino, CA
Career Colleges of America, South Gate, CA
Concorde Career College, Aurora, CO
Concorde Career College, Memphis, TN
Conemaugh Memorial Medical Center, Johnstown, PA
Delgado Community College, New Orleans, LA
Dyersburg State Community College, Dyersburg, TN
Glendale Career College, Oceanside, CA
Hillyard Technical Center, St. Joseph, MO
Ivy Tech Community College, Kokomo, IN
Lamson College, Phoenix, AZ
Lancaster General Hospital School of Nursing and Allied
          Health, Lancaster, PA
Madisonville Community College, Madisonville, KY
Manchester Community College, Manchester, CT
MedVance Institute, Baton Rouge, LA
MedVance Institute, Ft. Lauderdale, FL
MedVance Institute, Houston, TX
MedVance Institute, Palm Springs, FL
Metropolitan Community College, Kansas City, MO
Miller-Motte Technical College, Charleston, SC
Montgomery County Community College, Pottstown, PA
Mt. Hood Community College, Gresham, OR
North Central Texas College, Corinth, TX
Oklahoma Health Academy, Moore, OK
Pearl River Community College, Hattiesburg, MS
Platt College, Oklahoma City, OK
Platt College, Tulsa, OK
St. Joseph's Regional Health Care, Bryan, TX
Southeast Technical College, Vidalia, GA
Stony Brook University, Stony Brook, NY
University of Montana, Missoula, MT
Virginia College, Austin, TX
Wayne County Community College, Belleville, MI
Western Nevada Community College, Carson City, NV

Consortium Approval
Surgical Technology:
Howard College, San Angelo, TX
Southern Illinois Collegiate Common Market, Herrin, IL
(new academic affiliate)

Packet   **$75**
The ARC-ST Accreditation Packet (otherwise known as the Self Study packet) is should be ordered when a program is pursuing application for initial accreditation. Materials in this packet include miscellaneous accreditation process and procedure documentation as well as materials required for submission of the self study application.

Initial Application Fee   **$1200**
This fee is due and must be submitted with the submission of the initial self-study application.

Initial On-Site Evaluation Fee   **$2500**
The initial on-site evaluation fee covers miscellaneous travel expenses incurred by the ARC-ST during the initial on-site evaluation. This fee is due and must be submitted with the submission of the initial self-study application.

Consultative Site Visit Fee   **$4000**
(*Effective January 1, 2009*)
The consultative site visit fee covers miscellaneous travel expenses incurred by the ARC-ST during the consultative on-site evaluation. Please see the ARC-ST General Operating Procedures document to reference the circumstances when a consultative on-site evaluation is required. This fee is due and must be submitted at least one (1) month prior to the on-site evaluation.

Fees for the Random/Continuing on-site evaluations will continue to be included in the ARC-ST Annual Fee.

ARC-ST Annual Fee
for Maintenance of Accreditation*   **$1500**
This annual fee is due for all accredited surgical technology and surgical assisting programs. Programs will be invoiced between January and March of each year. (**Please note: CAAHEP invoices a $450 dollar fee for the institution in May of each year).

Core Curriculum for Surgical Technology   **$150**
(available from AST's member services)
According to Standard III.C, program must meet or exceed the curricular requirements defined in this document.

*Effective 1/2008 as first published 12/2006
** Effective 1/2009 as first published 8/2008

CAAHEP Accreditation Fee   **$450**
This annual fee is separate from the ARC-ST fee of $1500 and will be billed by CAAHEP in the month of May.

ARC-ST Approved
Program-Assessment Exam   **$30 each**
(Can currently be obtained by contacting AST at 800-637-7433.)
According to Standard IV.B, program's must implement this Outcomes Evaluation Tool as part of ongoing outcomes accreditation requirements.

Distance Education/Satellite/
Consortium Application Fee **   **$250**
(*Effective January 1, 2009*)
This fee is for all programs pursuing approval of Distance Education, Satellite, and Consortium programs. Due upon submission of application.

AAD Initial Application Fee   **$250**
This fee is for all programs pursuing the Accelerated Alternate Delivery Course Approval. Due upon submission of application.

Accelerated Alternate Delivery (AAD)
Option Annual Fee*   **$250**
All surgical technology programs that have been approved to offer the AAD option will be invoiced an annual fee of $250 in addition to the ARC-ST annual fee.

Distance Education/Satellite/
Consortium Annual Fee*   **$500**
All surgical technology and surgical assisting programs that have been approved to offer their program at multiple facilities through a distance education, satellite or consortium model will be invoice an annual fee of $500, per additional facility, in addition to the ARC-ST annual fee.

Late Fee   **$100**
In addition, the ARC-ST will be strictly enforcing its late fee of $100. This will apply to any materials received in the ARC-ST office after the assigned/requested date. This fee will only be waived if the program notifies the ARC-ST prior to the due date of its inability to meet the assigned date and an extension is granted by the ARC-ST. Only one extension will be granted to each program.