

SURGICAL TECHNOLOGY CHECKLIST

*The following is intended as a general guideline for making sure you have taken the necessary steps to apply and be considered for the Surgical Technology program. **It is the applicant's responsibility to ensure that all items arrive prior to the June 1, 2026 deadline. Late application materials will not be considered and will make the applicant ineligible to be considered for the 2026 program. Please understand an applicant may have unique circumstances, which may require further documentation or verification, in which case the applicant may be asked to furnish material not mentioned below. Every effort will be made to provide clear instructions to applicants needing to provide such information. Please keep this checklist to refer to – you do NOT need to return it to us. Applicants must be at least 18 years of age by first day of class.***

- VWCC college application** – Must be completed **on-line**. Please see the instructions sheet in the “Forms” section. (If you currently attend VWCC – you may skip this step.) **To facilitate actions taken** in the computer system by your advisor and other staff at VWCC please select Career Studies Certificate: Introduction to Surgical Technology as your **curricular plan of study** (**credit** classes) and we suggest activating the term for Summer 2026 (if available or choose the latest term closest to summer) or even **sooner** if you plan to take any general class at VWCC before then (Surgical Technology classes do not start until fall semester for those accepted until Fall 2026). If you currently attend VWCC and are in another plan of study, please notify the pre-health advisor, Ms. Perdue,(or notify healthprofessions@virginiawestern.edu and include your seven digit student id) to arrange to have your plan of study changed to CSC: Introduction to Surgical Technology to reflect your current career goals.
- 2026 Surgical Technology program application form.
- Official High School transcript in the sealed school envelope. (Required for all applicants, including college graduates.)
- GED – copy of scores (*if applicable*). HS transcripts are still required if you completed at least 9th grade.
- Official college transcripts from all colleges attended (**except** community colleges in Virginia). Note: Official transcripts are still in the original sealed envelope from the institution that issued it, please **do not open** them (if sent or given to you first). If you attend fall 2025 or spring 2026, classes at a non-VCCS school, you must have updated transcripts sent to the **attention of Pam Woody at VWCC prior to 6/1/26**. These transcripts serve to update your GPA, academic progress, and completion or enrollment in a required prerequisite (if applicable). Have all transcripts sent directly to Pam Woody before 6/1/26.
- Once all your transcripts are received by one of the HPAAO team members (Ms. Woody or Ms. Terry) a 2-page form letter will be sent (usually within 4 weeks, may be longer if submitting January 1st to May 1st) – which includes information about your **prerequisites**: BIO 141, HLT 141 and SDV 101
 - _____ **Bio 141** or equivalent **college level** Human Anatomy & Physiology I (must be completed within 5 years of beginning the program) complete with a grade of “C” or better **by the end of Spring 2026**
 - Please note:** You must either test into BIO 141 or have successfully completed BIO 101 or NAS 2 within 3 years of enrolling in BIO 141. The prerequisite for BIO 101/NAS 2 is ENG 111 placement and MDE 10 or Direct Enrollment into a College Level Math.
 - _____ **HLT 141**-(one credit)—Medical Terminology (HLT 143 can sub for HLT 141)-complete by end of **summer 2026**
 - _____ **SDV 101** (2 credits) Orientation to Health Professions (complete by end of **summer 2026**)
- Have a cumulative **GPA of ≥ 2.50** at the **end** of the **Spring 2026** semester to be eligible. (based on 12 credit hours of college credit or High School GPA if 12 credits of college credit from one Institution is not available) Please note that classes with grades of “S” or “P” are typically developmental in nature and will not count towards establishing the college-level GPA.

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- Submit your completed 4-hours of **observation with in a surgical unit**. You will be responsible for obtaining and following any processes required for observation within a clinical facility and submitting the completed observation form, on or **prior** to **June 1**. The completion of the surgical observation form is **mandatory** for all applicants and is due by **June 1, 2026**. The **form is available in the “Forms”** section of the website for you to review and print. This is required for each applicant for each year. Previous submissions, from prior application years, will not be honored. One option to schedule an observational experience is through Carilion Visiting Student Affairs. The website is: <https://www.carilionclinic.org/students#job-shadows>. Applicants will need to plan to visit that website and follow the instructions for documentation and application to apply for the job shadow opportunity. It is the responsibility of the applicant to contact Carilion Visiting Student Affairs by following instructions on the website <https://www.carilionclinic.org/students#job-shadows>. All timing and scheduling is based upon availability through Visiting Student Affairs so applicants should plan accordingly and allow sufficient time for the process to be completed to allow students the opportunity for observation. .
- Prepare for interview and written prompt with Program Director and Faculty Member(s). This will occur in June, after the program deadline. You may prepare by being fully aware of the job duties, necessary job skills for the profession and be able to discuss how your abilities and aptitudes fit into the Surgical Technology environment.

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The above criteria must be met to be eligible and continue in the process for consideration.

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- Review the Application and Program Overview on the “Forms” link of the Surgical Technology Application website—Powerpoint that “walks” applicants through the application process.
- Plan to attend a “First Friday” Application session for “tips and timelines” and etc. for the application process for all the Health Profession programs. This session is held the first Friday of every month (except July) at 1:00~2:30. The session is held in Fralin (at VWCC), Room 210 This session is strongly suggested for all Health Profession applicants, but is not required. There is time for question and answer after the session for applicants to have their questions answered.
- Keep the Health Profession Advising and Applications Office team (healthprofessions@virginiawestern.edu) **informed** of all name and email **address changes during the application process**. (Surgical Technology applicant database for all program communications is separate from the college.)
- Be aware of communication in early June asking for you to commit to an in-person interview (that includes a written prompt) with Surgical Technology Program Head/Faculty Member(s).
- Notification of acceptance/non-acceptance into the Fall 2026 program will be emailed to school email account or we may use the email address attached in Navigate usually in mid-to late June 2026 for those considered. Please be sure and turn on your notifications in Navigate, so that you will receive the fall status letter.

Note: Any forms mentioned in the above steps are available and can be viewed on the same “Forms” link as this checklist.

Timeline for spring/summer: Complete BIO 141, if not previously completed in the past five years with a final grade of “c” or higher, by end of spring 2026. In May, we will update academic files for applicants and update the GPA at the end of spring, completion of spring courses/prerequisites and enrollment in summer prerequisites, if not previously completed. In early to mid-June, qualified applicants will be asked to schedule an in-person interview with the Program Director/Faculty Member(s) and be asked to complete a written prompt that will be completed during the interview process and evaluated for admission purposes with the interview performance. Decisions will be made as quickly as possible after the interviews are completed for all qualified applicants (typically end of June.) Letters to all candidate who completed the interview portion, will be scanned to email informing them of their fall status in late June/early July. Orientation will be the middle to late of July for fall start. Remember to turn on your notifications in Navigate and be aware of your email associated with Navigate to receive information from the HPAAO.