SURGICAL TECHNOLOGY

To prepare individuals to enter the health care industry as competent, entry-level surgical technologists.

A surgical technologist is a member of the surgical team that includes the surgeon, anesthesiologist, certified registered nurse anesthetist, registered nurse and licensed practical nurse working to deliver patient care before, during and after surgery. He or she handles the instruments, supplies and equipment necessary during the surgical procedure and has an understanding of the procedure being performed, anticipates the needs of the surgeon and ensures quality patient care while maintaining the sterile field. Students will have the opportunity for clinical experiences in the operating room, central processing, anesthesia, cardiac catheterization lab, outpatient department, endoscopy and the post anesthesia care unit. Graduates are eligible to apply for the national credential examination to become a Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting.

Contact Student Services for current tuition rates and enrollment information.

580.242.2750

AUTRY TECHNOLOGY CENTER
autrytech.edu

"After retiring from 28 years in the Air Force, Autry has provided a new possibility for me to pursue a second dream career in Surgical Technology."

-Dave K.
ENDLESS POSSIBILITIES

1201 West Willow | Enid, Oklahoma, 73703 | 580.242.2750 | autrytech.edu

COURSE LENGTH
Eleven-month daytime program ➔ August-July
Academic hours: 8:15am-3:30pm
Clinical hours: Eight Hour Shifts between 6:00am-6:00pm with some evening assignments required

ADULT IN-DISTRICT COSTS
$3050 (Tuition)
$1,889 (Approx. cost of books, supplies, etc.)

WHO CAN ENROLL
Adults

HIGHLIGHTS
➤ Set up and assist in an operating room by opening supplies, scrubbing, gowning, gloving, setting up tables, passing instruments, preparing dressings, and positioning and prepping patients.
➤ Decontaminating, assembling, and sterilizing instruments and supplies.
➤ Learn most commonly used surgical instruments.
➤ Using hands-on practice utilizing clay to learn anatomy.

AREAS OF INTEREST & HELPFUL SKILLS
➤ Be willing and able to work well with patients.
➤ Take directions and function in stressful situations.
➤ Have excellent hand-eye coordination and the ability to prioritize.
➤ Be dependable, detail-oriented and self-motivated.
➤ Work independently and within a team environment.
➤ Stand, bend, stoop for long periods of time: lift, push, carry and manipulate surgical equipment and supplies in excess of 20 lbs.

EMPLOYMENT OPPORTUNITIES
➤ Hospitals
➤ Surgical centers
➤ Physicians' offices
➤ Private technologists
➤ Medical sales representatives
➤ Traveling surgical technologist

This program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAAHP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, fax (727) 210-2354, in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA) and the Oklahoma Board of Career and Technology Education, 1500 West 7th Avenue, Stillwater, OK 74074, (405) 743-5444, www.okcareertech.org.

APPLICATION POLICY
Applicants must have a high school diploma or equivalent. Prior college courses in math and/or science are strongly recommended.

ADMISSION PROCEDURES
Applicants should contact Student Services at Autry Technology Center to request an information/application packet. Applicants who have completed an application on file and satisfactory test scores will be considered for the program. Meeting the requirements does not guarantee admission to the program. Qualified applicants will be contacted for an interview, and class selection will be determined by the admissions committee. Qualified in-district applicants will be considered first.

Final acceptance to the program requires a physical examination (including the required immunizations) and payment of $39.00 for the OSBI background check (includes sex offender and violent offender status) and liability insurance. This is non-refundable. Accepted students must complete a mandatory 10-panel urine drug screen test at Integris Bass Occupational Medicine, 401 S. 3rd, Enid. The cost for this screening is $45.00.

The Autry Technology Center Student Handbook and Information Guide and program policies are available online at autrytech.edu. Respiratory program applications are available upon request from Student Services.

ENROLLMENT INFORMATION
Financial Aid: There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

Autry Scholarship: This scholarship is available to high school graduates who: (1) live in the Autry district (2) lived in the Autry district their senior year in high school, and (3) meet enrollment guidelines. This scholarship covers 100% tuition for up to three years immediately following high school graduation. The cost of books and supplies is the responsibility of the student. Scholarship eligibility will be reviewed each semester.

Tuition: In-district adult students pay in-district rates. In-district adults are defined as post-secondary individuals who have established legal/permanent residence in Garfield County. All others pay out-of-district rates.

Expenses: Expenses not included in tuition amount may include, but are not limited to, criminal background check (includes sex offender and violent offender status), drug screening, physical, textbooks, liability insurance, uniforms, shoes, and supplies.

Health Care: Students are responsible for their own health care. Medical insurance is recommended.

Jan 27 2016 | subject to change without notification | Page 2 of 6
SURGICAL TECHNOLOGY

0.1 PROGRAM OVERVIEW
A Surgical Technologist is a member of the surgical team that includes the surgeon, anesthesiologist, certified registered nurse anesthetist, registered nurse and licensed practical nurse working to deliver patient care before, during and after surgery. He or she handles the instruments, supplies, and equipment necessary during the surgical procedure and has an understanding of the procedure being performed, anticipates the needs of the surgeon, and ensures quality patient care while maintaining the sterile field. Students will have the opportunity for clinical experiences in the operating room, central processing, anesthesia, cardiac catheterization lab, outpatient department, endoscopy and the post anesthesia care unit. Graduates are eligible to apply for the national credential examination to become a Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting.

0.2 WHO CAN APPLY
Adults only

0.3 PROGRAM TIMES
August - July
M-F: 8:15am-3:30pm
Clinical hours: Eight hour shifts scheduled between 6:00am-6:00pm, with some evening assignments required

0.4 PROGRAM LOCATION
Autry Technology Center Main Campus, 1201 W. Willow

0.5 TOTAL PROGRAM HOURS
1481

0.6 SPECIFIC ENTRANCE REQUIREMENTS
High school diploma or equivalent
ACT
Completed application
Orientation
2 Observations
Interview

0.7 TUITION/EXPENSES
$3050

Expenses: Expenses not included in tuition may include, but are not limited to, criminal background check (Includes sex offender and violent offender status), drug screening, AHA BLS Healthcare Provider certification, uniforms, shoes, and supplies.

Financial Aid: There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

0.8 ADULT STUDENT INFORMATION
Eleven-month program

0.9 LICENSURE / CERTIFICATIONS
Upon completion of the program, graduates are eligible to apply for the national credential examination to become a Certified Surgical Technologist (CST) through the National Board of Surgical Technology and Surgical Assisting.
Central Sterile Processing Technician exam administered by CBSPD
Central Sterile Processing Technician exam administered by IAHCSMM
Surgical Technologist Exam

0.10 EMPLOYMENT OPPORTUNITIES
The Job Developer with Autry Technology Center works diligently to match students with jobs available in industry.
0.11 **SALARY RANGE**
Listed below is the salary range in Oklahoma for Surgical Technology obtained from O*Net OnLine.

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lowest 10%</td>
</tr>
<tr>
<td>Hourly</td>
<td>$12.35</td>
</tr>
<tr>
<td>Annually</td>
<td>$25,700</td>
</tr>
</tbody>
</table>

0.12 **OCCUPATIONAL CHARACTERISTICS**
(Information obtained from the US Dept. of Labor Statistics Occupational Outlook Handbook)

Surgical technologists, also called scrubs and surgical or operating room technicians, assist in surgical operations under the supervision of surgeons, registered nurses, or other surgical personnel. Surgical technologists are members of operating room teams, which most commonly include surgeons, anesthesiologists, and circulating nurses.

Before an operation, surgical technologists help prepare the operating room by setting up surgical instruments and equipment, sterile drapes, and sterile solutions. They assemble both sterile and nonsterile equipment, as well as check and adjust it to ensure it is working properly. Technologists also get patients ready for surgery by washing, shaving, and disinfecting incision sites. They transport patients to the operating room, help position them on the operating table, and cover them with sterile surgical drapes. Technologists also observe patients' vital signs, check charts, and help the surgical team put on sterile gowns and gloves.

During surgery, technologists pass instruments and other sterile supplies to surgeons and surgeon assistants. They may hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. Surgical technologists help prepare, care for, and dispose of specimens taken for laboratory analysis and help apply dressings. Some operate sterilizers, lights, or suction machines, and help operate diagnostic equipment.

After an operation, surgical technologists may help transfer patients to the recovery room and clean and restock the operating room.

0.13 **ACCREDITATIONS**
Oklahoma Board of Career and Technology Education, 1500 West 7th Avenue, Stillwater, OK 74074, (405) 743-5444, www.okcareertech.org
The Commission on the Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, fax (727) 210-2354, in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

0.14 **INSTRUCTOR(S)**
Kim Daughhetee, C.S.T. - Kim began her medical career as an emergency medical technician in 1992. She moved to Enid in 1993 and graduated from the surgical technology program at Autry Technology Center in 1994. She went to work for St. Mary’s Regional Medical Center as a certified surgical technologist and central sterile supervisor. Kim was a clinical coordinator and advisory board member for the program while at St. Mary’s. She came to Autry in 2002 as the surgical technology program coordinator/instructor. She completed her associate's degree at Northern Oklahoma College in 2011.

0.15 **PROGRAM CONTENT**
A breakdown of the career major(s) and their contents is listed on the following page.
**BREAKDOWN OF SURGICAL TECHNOLOGY CAREER MAJOR(S)**

**CAREER PATHWAY**

**Therapeutic Services**

**CAREER MAJOR**

**Surgical Technologist**

Potential courses:

- Core Medical Terminology
- Anatomy and Physiology
- Surgical Technology Orientation
- Core Employability Skills
- Introduction to Surgical Technology
- Disaster and Emergency Preparedness
- Essentials of Surgical Asepsis
- Surgical Case Management
- Surgical Tech Practicum I
- Surgical Patient Care
- Surgical Pharmacology
- Microbiology and Wound Healing
- Surgical Procedures I
- Surgical Procedures II
- Surgical Tech Practicum II
- Surgical Tech Practicum III

*Total Class Hours - 1481*

**CAREER PATHWAY**

**Support Services**

**CAREER MAJOR**

**Central Sterile Processing Technician**

Potential courses:

- Anatomy and Physiology
- Core Medical Terminology
- Surgical Technology Orientation
- Core Employability Skills
- Introduction to Surgical Technology
- Essentials of Surgical Asepsis
- Surgical Tech Practicum I
- Surgical Case Management

*Total Class Hours - 598*

For further information regarding Gainful Employment in each career major, please access the following link:

http://www.autrytech.edu/StudentInfo/GainfulEmploymentDisclosures
<table>
<thead>
<tr>
<th>Autry Technology Center</th>
<th>Annual Notice of Required Disclosures of Student Consumer Information</th>
<th>Revised July 1, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What to Disclose, When &amp; to Whom</strong></td>
<td><strong>Brief Description of Information to be Disclosed</strong></td>
<td><strong>Where to Find Full Disclosure Information</strong></td>
</tr>
<tr>
<td><strong>What: Institutional Information</strong></td>
<td>• Cost of attending school i.e.: Tuition, Fees, Textbooks, Supplies, Living Allowance, Etc.</td>
<td><em>autrytech.edu</em></td>
</tr>
<tr>
<td>When: Annually &amp; Upon Request</td>
<td>• Institutional Refund Policy/Requirements for officially withdrawing from school</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td>To: Enrolled Students Prospective Students Current Employee</td>
<td>• Information regarding the school’s programs/career majors &amp; academic support</td>
<td><em>Course Catalog</em></td>
</tr>
<tr>
<td></td>
<td>• Entities, (with their contact information), that accredit, approve, or license the school &amp; its programs &amp; procedures for reviewing accreditation, approval, or licensing</td>
<td><em>Program Description Handouts</em></td>
</tr>
<tr>
<td></td>
<td>• Description of any special services &amp; facilities for students with disabilities</td>
<td><em>Policy &amp; Procedure Manual</em></td>
</tr>
<tr>
<td></td>
<td>• Titles &amp; availability of employees responsible for dissemination of institutional &amp; financial assistance information &amp; how to contact them</td>
<td><strong>Consumer Information Handbook</strong></td>
</tr>
<tr>
<td></td>
<td>• Penalties &amp; institutional policies on copyright Infringement, including unauthorized peer-to-peer file sharing</td>
<td></td>
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<td></td>
<td>• Net Price Calculator</td>
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<td>• Constitution Day/Voter Registration/Vaccination Polices</td>
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<td></td>
<td>• Misrepresentation Regulations</td>
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<tr>
<td><strong>What: Financial Assistance Information</strong></td>
<td><strong>Description of all available federal, state, local, private &amp; institutional financial assistance, &amp; a description of:</strong> (1) application form &amp; procedures; (2) student eligibility requirements; (3) selection criteria; &amp; (4) criteria for determining the amount of a student’s award</td>
<td><em>autrytech.edu</em></td>
</tr>
<tr>
<td>When: Annually &amp; Upon Request</td>
<td>• Rights &amp; responsibilities of students receiving Title IV &amp; 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 &amp; frequency of financial aid disbursements; (5) books &amp; supplies policy</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td>To: Enrolled Students Prospective Students</td>
<td>• Procedures for the Return of Title IV Aid and Repayments by withdrawn students</td>
<td><strong>Policy &amp; Procedure Manual</strong></td>
</tr>
<tr>
<td><strong>What: Completion, Transfer, Retention, &amp; Employment Rates</strong></td>
<td>• The institution’s completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion</td>
<td><em>autrytech.edu</em></td>
</tr>
<tr>
<td>When: Annually &amp; Upon Request</td>
<td>• 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</td>
<td>U.S. Dept of Ed’s College Opportunities On-Line website: nces.ed.gov/IPEDS See College Navigator</td>
</tr>
<tr>
<td>To: Enrolled Students Prospective Students</td>
<td>• Information on student body diversity in the categories of gender &amp; ethnicity of enrolled students who receive Federal Pell Grants</td>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td><strong>What: Drug &amp; Alcohol Abuse Prevention</strong></td>
<td>• Retention rates of certificate seeking full-time, full-time students</td>
<td></td>
</tr>
<tr>
<td>When: Annually &amp; Upon Enrollment or Hire</td>
<td>• Information on preventing drug &amp; alcohol abuse</td>
<td><em>autrytech.edu</em></td>
</tr>
<tr>
<td>To: Enrolled Students Current Employees</td>
<td>• Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs &amp; alcohol by students &amp; employees on the school’s property, or as part of the school’s activities</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td></td>
<td>• A description of the sanctions under local, state &amp; federal law for unlawful possession, use or distribution of illicit drugs &amp; alcohol</td>
<td><strong>Policy &amp; Procedure Manual</strong></td>
</tr>
<tr>
<td></td>
<td>• A description of drug &amp; alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students &amp; employees</td>
<td><strong>Consumer Information Handbook</strong></td>
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<tr>
<td></td>
<td>• A description of the health risks associated with the use of illicit drugs &amp; alcohol</td>
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<tr>
<td></td>
<td>• A clear statement that the school will impose sanctions on students &amp; employees for violations of the standards of conduct (consistent with local, state &amp; federal law) &amp; a description of these sanctions, up to &amp; including expulsion, termination of employment, &amp; referral for prosecution</td>
<td></td>
</tr>
<tr>
<td><strong>What: Campus Security Report</strong></td>
<td>• Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property &amp; public property reported to campus security authority or local police. Policies concerning the security of &amp; access to campus facilities &amp; procedures to report campus crimes or other emergencies</td>
<td><em>autrytech.edu</em></td>
</tr>
<tr>
<td>When: Annually by October 1 and Upon Request</td>
<td>• Disciplinary actions regarding the possession, use &amp; sale of alcoholic beverages &amp; illegal drugs &amp; enforcement of state underage drinking laws &amp; state &amp; federal drug laws</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td>To: Enrolled Students Prospective Students Current Employees Prospective Employees</td>
<td>• Programs to inform students &amp; employees about campus security policies, procedures &amp; practices &amp; encourage responsibility for the prevention of crime.</td>
<td><strong>Policy &amp; Procedure Manual</strong></td>
</tr>
<tr>
<td></td>
<td>• Policies regarding sex offenses &amp; where to obtain information concerning registered sex offenders.</td>
<td><strong>Consumer Information Handbook</strong></td>
</tr>
<tr>
<td></td>
<td>• Emergency response &amp; evacuation policy, procedures &amp; programs</td>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td></td>
<td>• Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures</td>
<td><strong>Posting in Classrooms</strong></td>
</tr>
<tr>
<td><strong>What: FERPA</strong></td>
<td>• Right to &amp; procedures for inspecting &amp; reviewing student’s education records</td>
<td><em>autrytech.edu</em></td>
</tr>
<tr>
<td>When: Annually</td>
<td>• Right to &amp; procedures for requesting amendment of student’s education records believed to be inaccurate or misleading</td>
<td><em>Student Handbook</em></td>
</tr>
<tr>
<td>To: Enrolled Students &amp; Eligible Parents of Secondary Students</td>
<td>• Right to file a complaint with the Department of Education for alleged school’s or educational agency’s failure to comply with FERPA requirements</td>
<td><strong>Policy &amp; Procedure Manual</strong></td>
</tr>
<tr>
<td></td>
<td>• Right of school to disclose personally identifiable information contained in student’s education records without prior consent (34 CFR §99.31)</td>
<td><strong>Consumer Information Handbook</strong></td>
</tr>
<tr>
<td></td>
<td>• Students rights &amp; procedures for directory information to not be disclosed</td>
<td></td>
</tr>
<tr>
<td><strong>What: Gainful Employment</strong></td>
<td>• Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc.</td>
<td><em>autrytech.edu</em></td>
</tr>
<tr>
<td>When: Annually</td>
<td></td>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td>To: Prospective Students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Paper copy available in the Student Services Office and on website at *autrytech.edu*. ** Paper copy available in the Student Services Office. This notice is distributed annually to all current and prospective students. It is also located on the Autry website, in the Student Handbook and Consumer Information Handbook.
Dear Prospective Student:

Thank you for your interest in Autry Technology Center’s Educational Program in Surgical Technology. An application along with program information is included.

To qualify for the Surgical Technology program, you must have a high school diploma or equivalent. In order to be considered for the Surgical Technology program, you must complete the following requirements prior to June 1:

1. Submit a completed application form.

2. Submit **official** transcripts (mailed from the educational institution directly to the Student Services Center) from all secondary and post-secondary educational institutions attended.

3. Submit three (3) professional recommendations, using the attached forms (each recommender must mail his/her completed form directly to Student Services).

4. Submit recent ACT scores. (Check with Autry counselor to see if college transcripts may be accepted in lieu of test scores.)

5. Attend one of the following Surgical Technology orientation sessions. All sessions will be held in Room 26 at 1:00pm.

- Wednesday, August 5, 2015
- Wednesday, December 2, 2015
- Wednesday, January 6, 2016
- Wednesday, February 3, 2016
- Wednesday, March 2, 2016
- Wednesday, April 6, 2016
- Wednesday, May 18, 2016

Two observation days and a personal interview are scheduled for qualified applicants.

Meeting the requirements does not guarantee admission to the program. Qualified in-district applicants will be considered first. The decision regarding the selection of students is final. The surgical technology staff and school administration are not under any obligation to justify the selection. All interviewed applicants will be notified by mail of the admissions committee’s decision.

Completed applications received after June 1 may be considered if openings are available.

Please call me at (580) 242-2750 ext. 182 or send email to lbelknap@autrytech.edu if you have any questions concerning the application process.

Sincerely,

Linda Belknap
Career Counselor
AUTRY TECHNOLOGY CENTER
Educational Program in Surgical Technology
Accredited by The Commission on the Accreditation of Allied Health Education Programs (CAAHEP) in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

Program Information Sheet

1. This 11-month program will take up the majority of a student’s time. The faculty discourages students from attempting to work while attending this program; however, we realize that some students must continue to work. Students should realize that this may affect their performance in the program.

2. Students who are successful in the program have financial arrangements in order, a supportive family, reliable transportation, and reliable childcare.

3. It is necessary that the student have a flexible schedule. Instructional class hours are from 8:15 a.m. - 3:30 p.m. Lab hours will be from 8:15 a.m. - 4:00 p.m. Clinical hours are eight hour shifts scheduled between 6:00am and 6:00pm, with some evening assignments required. Students are not allowed to leave the clinical site for lunch.

4. Acceptance into the program for any candidate is conditional pending results of the health examination (including required immunizations), background check (includes sex offender and violent offender status), drug screening, and completion of enrollment requirements.

   a. Clinical sites also have a right/obligation to require a background check prior to allowing students to participate in clinical rotations. If a student (1) has been arrested, (2) has been charged, (3) has a pending conviction, (4) has been convicted of a felony, gross misdemeanor, misdemeanor, or has any alcohol and/or drug related violation, (5) has been judicially declared incompetent, or (6) has falsified records, the clinical site has a right to deny facility access. Without participation in the clinical component of the course, it will be impossible for the student to fulfill the requirements for graduation from the program and he/she will not be allowed to sit for the certification examination.

   b. Applicants with a positive drug screen will be denied continued admittance.

5. The students’ acceptance notification will also serve as the letter of intent. The letter of intent must be completed and returned by the designated date to complete enrollment. If the letter of intent is not received by the designated date, the student will lose his/her position in the program. The position will be filled by the next qualified alternate.

6. When students return the letter of intent, $39.00 (amount subject to change based on current costs) will be due for the background check (includes sex offender and violent offender status) and professional liability insurance. This is non-refundable.

7. Each student must complete a mandatory 10-panel urine drug screen test at Integris Bass Occupational Medicine, 401 S. 3rd Street, Enid. The cost for this screening is $50.00.
8. Once accepted, students will receive future mailings that give tuition and supply costs, a program calendar, and a form for a physical. All expenses are subject to change.

9. To meet the physical factors required by the medical industry, each student must be able to perform the following:

   a. Stand, bend, stoop and/or sit for long periods of time in one location with minimum/no breaks.
   b. Lift a minimum of 20 pounds.
   c. Refrain from nourishment or restroom breaks for periods up to 6 hours.
   d. Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needleholders with/without corrective lenses and while wearing safety glasses.
   e. Must be able to distinguish and identify colors.
   f. Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
   g. Hear and understand muffled communication without visualization of the communicator’s mouth/lips within 20 feet.
   h. Hear activation/warning signals on equipment.
   i. Detect odors sufficient to maintain environmental safety and patient needs.
   j. Manipulate instruments, supplies and equipment with speed, dexterity, and good eyehand coordination.
   k. Ambulate and move around.
   l. Assist with and/or lift, move, position, and manipulate the patient who is unconscious.
   m. Communicate and understand fluent English both verbally and in writing.
   n. Be free of reportable communicable diseases and chemical abuse.
   o. Demonstrate immunity (natural or artificial) to Rubella, Rubeola, Tuberculosis, Varicella, and Hepatitis B, or be vaccinated against these diseases, or willing to sign a waiver of release of liability regarding these diseases.
   p. Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively.
   q. Make appropriate judgment decisions.
   r. Demonstrate the use of positive coping skills under stress.
   s. Demonstrate calm and effective responses, especially in emergency situations.
   t. Exhibit positive interpersonal skills during patient, staff, and faculty interactions.
I have reviewed the Surgical Technology program information sheet.

I understand that if I am not selected, neither the Surgical Technology program nor the school is under any obligation to justify the selection.

I realize that acceptance into the program is conditional pending results of the health examination (including required immunizations), background check (includes sex offender and violent offender status), drug screening, and completion of enrollment requirements.

I am aware that arrests, charges, pending charges; convictions of a felony, gross misdemeanor, misdemeanor; being judicially declared incompetent; or falsification of records are grounds for being denied the opportunity to participate in the clinical site rotation component of Surgical Technology. Without participation in clinicals, it will be impossible for me to fulfill the requirements for graduation.

______________________________
Signature

______________________________
Date
AUTRY TECHNOLOGY CENTER
EDUCATIONAL PROGRAM IN SURGICAL TECHNOLOGY

AGREEMENT TO MAINTAIN CONFIDENTIALITY OF PATIENT PROTECTED HEALTH INFORMATION WHILE PERFORMING HOSPITAL OBSERVATION FOR APPLICATION

Maintaining patient information in a confidential manner is important to the Surgical Technology Program at Autry Technology Center. As an applicant applying to the Program, it is imperative you maintain the confidentiality of all patient information you encounter while doing your hospital observation.

AGREEMENT
I understand the information I will be reviewing at an off-campus facility (or facilities) will contain information of a confidential nature. By signing this document I hereby agree to maintain the strictest confidence of the information observed/obtained and will not divulge such information to another in a manner which could or does breach the patient’s right of confidentiality. I understand that I may be withdrawn involuntarily from the selection process for program acceptance should it be determined that I have indeed breached a patient’s right to have their protected health information maintained in a confidential nature.

SIGNATURE __________________________ DATE ________________________

PRINTED NAME ________________________________________________
AUTRY TECHNOLOGY CENTER  
Educational Program in Surgical Technology  
APPLICATION FOR ADMISSION

**Please Print or Type**

Name: ____________________________  
(Last) (First) (Previous Last)

Address: ____________________________  
(Street & Number) (City) (State) (Zip Code)

Social Security Number: ____________________________

Email Address: ____________________________

Telephone Numbers: ____________________________  
(Home) (Business) (Cell)

**EDUCATIONAL HISTORY**

<table>
<thead>
<tr>
<th>Schools/Colleges Attended</th>
<th>Degree/Certificate Granted</th>
<th>Year</th>
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</table>

**EMPLOYMENT HISTORY**

List all jobs held within the last five years, beginning with the most current.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Phone Number</th>
<th>Position</th>
<th>Immediate Supervisor</th>
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I hereby give permission to Autry Technology Center to obtain references from the employers listed herein.  
I certify that all information is true and correct. I understand that any misrepresentation or omission of facts could result in not being accepted into the Surgical Technology Program.

Signature of Applicant

(Turn over and complete other side.)
Describe any health occupations experience (such as nurse’s aide, ward clerk, etc.)


The completed application, official transcripts, and recommendations must be forwarded directly to:

Linda Belknap, Career Counselor  
Autry Technology Center  
1201 W. Willow  
Enid, OK 73703

I certify that all information on this application is true and correct. I understand that any misrepresentation or omission of facts could result in my application not being considered for the Surgical Technology Program.

________________________
Signature of Applicant

________________________
Date

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AUTRY TECHNOLOGY CENTER  
SURGICAL TECHNOLOGY PROGRAM  
PROFESSIONAL RECOMMENDATION FORM  
(Recommendations from friends or family members will not be considered.)

RECOMMENDER: The individual whose name appears on the back of this form is applying for admission to Autry Technology Center’s Educational Program in Surgical Technology. **This form must be on file before admission can be considered, therefore your prompt completion will be appreciated.** Recommendations will be kept confidential.

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Please check **one** of the following to indicate your recommendation:

- [ ] Recommend without reservation
- [ ] Recommend with reservations
- [ ] Recommend
- [ ] Cannot recommend at this time

COMMENTS

__________________________________________________________________________

__________________________________________________________________________

How long have you known the applicant? ____________________  In what capacity? ____________________

(Recommendations from friends or family members will not be considered.)

Your Name ____________________  Your Employer/Position ____________________

Address ________________________________________________________________

City ____________________  State ____________________  Zip ________________  Telephone Number ________________

Signature ____________________  Date ________________

PLEASE MAIL TO: Linda Belknap, Counselor  
Autry Technology Center  
1201 W. Willow, Enid, OK 73703  
(580) 242-2750 ext. 182
INSTRUCTIONS TO APPLICANT

Three completed reference forms are necessary before any admission decision can be made. Give this form to a responsible person and ask that person to mail the form *directly to the name and address on the front.*

TO BE COMPLETED BY APPLICANT:

I understand that this recommendation is for admission purposes only and will not be available for my review or part of any permanent record.

Name *(please print)*

Signature

Address

City ___________________________ State _____ Zip Code ____________________

Telephone Numbers ___________________________ Date _______________________

Email Address ___________________________

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Please check one of the following to indicate your recommendation:

☐ Recommend without reservation ☐ Recommend with reservations
☐ Recommend ☐ Cannot recommend at this time

COMMENTS


How long have you known the applicant?       In what capacity?       
(Recommendations from friends or family members will not be considered.)

Your Name __________________________ Your Employer/Position __________________________

Address ______________________________

City __________________________ State ______ Zip ______ Telephone Number ______

Signature __________________________ Date __________________________

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Name (please print)______________________________________________________________

Signature ____________________________________________________________________

Address ______________________________________________________________________

City __________________________ State ______ Zip Code ________________________

Telephone Numbers __________________________ Date _________________________

Email Address __________________________________________________________________


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Federal Pell Grant

Free Application for Federal Student Aid (FAFSA)
The Federal Pell Grant program is a federally funded program which provides funds for educational expenses to adult students enrolled in financial aid approved, post-secondary education career programs. Pell Grant awards are dependent on the following:

- Student’s expected family contribution (EFC) as determined by the U.S. Department of Education using a standard formula to evaluate financial information (including income, assets, and family size)
- School’s cost of attendance
- Student’s enrollment status (full-time or part-time)
- Student’s actual number of clock hours attended by the student.

All adult and graduating high school students are encouraged to complete the FAFSA by applying online at [www.fafsa.gov](http://www.fafsa.gov). The Autry school code is 013530. Application information is provided on the back of this form.

*Autry does not participate in any student loan programs.

Autry Educational Foundation Grant

The Autry Technology Center Educational Foundation is a nonprofit organization established to assist potential and current Autry students in reaching their educational goals. The foundation provides need-based grants for qualifying applicants who have exhausted all other means of financial assistance. For more information and an application, visit with the financial aid officer or applications can be found online at [autrytech.edu/autry-foundation/](http://autrytech.edu/autry-foundation/).

Autry Scholarship

The Autry Scholarship is available to high school graduates who (1) live in the Autry district, (2) lived in the Autry district during their senior year in high school, and (3) meet enrollment guidelines. Students may attend during any or all of the three years immediately following high school graduation. This scholarship covers tuition only for semester-type classes.

Oklahoma Tuition Aid Grant (OTAG)

The Oklahoma Tuition Aid Grant is administered by the Oklahoma State Regents for Higher Education (OSRHE). The application for OTAG is the same application as for the Federal Pell Grant (FAFSA). To qualify you must be an Oklahoma resident attending an Oklahoma approved school. The priority deadline for OTAG is to file a FAFSA by March 1st.

Oklahoma Tuition Fee Waivers

Tuition fee waivers are available for active members of the Oklahoma Army and Air National Guard. The scholarship is funded by Autry Technology Center. Eligibility is determined upon continued active status in the guard, along with good standing in their unit and satisfactory performance in all required training. Applications are available in the Financial Aid office.

Tuition fee waivers are also available for children of peace officers, fire fighters, military personnel, and Oklahoma EMT’s who died in the line of duty, and children of members of the Oklahoma Law Enforcement Retirement System who were catastrophically injured or killed in the line of duty. Waivers apply to resident and nonresident tuition for all classes offered at Autry Technology Center and shall be limited to a period of five years of which must be completed within 10 years of high school graduation.

Oklahoma’s Promise

This scholarship is administered by the Oklahoma State Regents of Higher Education (OSRHE). Students apply at their high school while enrolled in the 8th, 9th, or 10th grade. Student eligibility is determined by the OSRHE and is dependent upon enrollment in an approved Autry program. Contact the Financial Aid Office to ensure that proper procedures are taken to receive this scholarship.

For more information
Lisa Fuller, Financial Aid Officer
580.242.2750 ext. 136 | lfuller@autrytech.edu | autrytech.edu

Scholarship Opportunities

OTHA GRIMES SCHOLARSHIP

This scholarship is administered by the Oklahoma Department of Career and Technology Education Foundation and offered to students who might not qualify for other financial aid. Scholarships are to be used for expenses that directly relate to a student attending a technology center class. Allowable expenses include: tuition, gasoline, books, uniforms, conference registration fees, school supplies, and childcare, if not paid by another source. Applications are accepted after the start of classes in the Fall and Spring.

CITY OF ENID VANCE SCHOLARSHIP

This scholarship is available to spouses and dependent adult children of active duty military who reside in Garfield County. Applications available at Autry’s Financial Aid office and Vance’s Education Service office. Completed applications must be verified and signed by Vance’s Education Service Officer (ESO).

FOLDS OF HONOR SCHOLARSHIP

Folds of Honor provides educational scholarships to the children and spouses of those killed or disabled while in service to our nation. For more information on applying for a Folds of Honor scholarship, please refer to eligibility requirements and application process at [www.foldsofhonor.org/scholarships](http://www.foldsofhonor.org/scholarships).

Other Assistance

DEPARTMENT OF REHABILITATIVE SERVICES (DRS VOC-REHAB)

Vocational Rehabilitation assists individuals who have barriers to employment. Services include testing, psychological evaluation, medical examination, and counseling services. In some cases DRS pays tuition, fees, books, and supply costs. Eligibility, application, and funding are determined by the Oklahoma Department of Human Services. Contact a local Rehabilitation Counseling Counselor at (580) 233-0244 for more information.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA is a federal program which provides financial aid, employment information, job search support, training, and educational programs to applicants that meet economic, employment, and geographical guidelines as determined by a WIOA counselor. Contact the Financial Aid office for more information.

BUREAU OF INDIAN AFFAIRS (BIA)

BIA provides assistance to qualifying individuals on tribal rolls. Each tribe handles assistance through their tribal area offices. Grants may be available for tuition, supplies, and living expenses. Contact the Tribal Agency Educational Office for application information.

PRACTICAL NURSING ASSISTANCE

Physician's Manpower is a nursing student scholarship/loan assistance program that is forgiven/repaid by a work obligation. Applications must be made by June 30 at [www.pmtc.ok.gov/hnap.htm](http://www.pmtc.ok.gov/hnap.htm).
Criteria to Qualify for a Pell Grant

- You must be enrolled as a regular student in an eligible career program of 600 clock hours or more for the purpose of obtaining a certificate. Contact the Financial Aid Office for a list of eligible career majors.
- You must be a U.S. citizen or an eligible non-citizen with a valid social security number.
- You must demonstrate financial need as determined by the U.S. Department of Education upon FAFSA completion.
- You must have a high school diploma, GED, or home school equivalency, but not a bachelor’s degree.
- You must be registered with the Selective Service (males only, 18 - 25 years of age).
- You must not have a disqualifying drug conviction (contact the Financial Aid Office for more information).
- You must sign the certification statement on the FAFSA stating that
  - You are not in default on a federal student loan and do not owe money on a federal student grant.
  - You will use federal student aid only for educational purposes.
  - You will not receive a Federal Pell Grant from more than one educational institution for the same period of time.

Steps to Apply for a Pell Grant - www.fafsa.gov

All adult and graduating high school students are encouraged to complete the "Free Application for Federal Student Aid" (FAFSA) online at www.fafsa.gov.

1. Click on the FSA ID icon at the top of the FAFSA webpage to create an FSA ID to serve as your legal, electronic signature.
2. Write down your user name and password — you will use them for all FAFSA’s you complete while in school.
3. PARENTAL INFORMATION: You will be asked questions to determine if you will need to provide parental information.
4. Wait approximately 24 hours after getting your FSA ID, then log onto www.fafsa.gov to complete your application.
5. If this is your first FAFSA for this school year choose the box that says “Start a New FAFSA”. If you are making corrections or additions choose “Login”.
6. Answer all questions on the application. Please note that HELP BOXES are available on the right side of the application.
7. Identify Autry as your school choice. Autry’s Federal Code is 013530.
8. TAX INFORMATION: When you come to the tax information section of the FAFSA, please use the "LINK TO IRS" IRS Data Retrieval Tool to automatically fill in your tax information. This will save time and the effort of providing extra tax documentation to the Financial Aid Office by automatically verifying your tax information. Be sure your address is EXACTLY as it appears on your taxes!
9. After completing your FAFSA, sign it with your FSA ID (and your parent’s, if applicable) and then “Submit” it.
10. You will receive your Student Aid Report (SAR) in a few days by e-mail from the U.S. Department of Education. Autry should receive it in 3-7 days.

Verification Documents Required

Your FAFSA may be selected for review by the U.S. Department of Education for verification of the information you reported. You may be asked to provide additional documentation for verification purposes. Failure to comply with verification requirements will result in forfeiture of aid. These documents may include, but are not limited to:

- Proof of all income reported on the FAFSA (i.e. copy of federal income tax return transcripts or W2’s and a non-filer document)
  UNLESS you use the IRS Data Retrieval Tool – using the IRS DRT makes verification easy!
- Completed and signed verification worksheets
- Proof of child support paid and/or proof of food stamps (SNAP) received

Disbursement of Pell Grants

Federal Pell Grants will typically be disbursed four times a year dependent upon enrollment date. Pell Grant funds will be applied directly to your tuition. Remaining financial aid funds less any student authorized charges will be disbursed by check through the Business Office.

*Lifetime Eligibility Used (LEU): Amount of Federal Pell Grant funds a student may receive is limited to the equivalent of six years (600%) of Pell Grant funding.

Please keep in mind that in order to be eligible for your Pell Grant disbursements, you must maintain Satisfactory Academic Progress - SAP (maintain a cumulative grade point average of 2.0 "C" or greater, maintain 90% attendance for each pay period, and keep a 150% pace of progression) and successfully complete all the clock hours and curriculum associated with the hours in each corresponding payment period. Please see the Financial Aid Office for more information.

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