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

Prerequisite: Contact career counselor for details at 580.242.2750

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. Upon completion of the program students may test to become Certified Surgical Technologists (CST) through the National Board of Surgical Technology and Surgical Assisting.

CAREERS AVAILABLE IN THE INDUSTRY:
- Hospitals
- Surgical centers
- Physicians' offices
- Private technologists
- Medical sales representative
- Traveling surgical technologist

LICENSURE / CERTIFICATIONS:
- Upon completion of the program, graduates are eligible to apply to sit 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 IAHCSMM
- Surgical Technologist exam through the Oklahoma Department of Career and Technology Education
- American Heart Association- BLS Healthcare Provider CPR

Surgical Technology Program Guidelines
(Policies and Procedures)

CONTACT STUDENT SERVICES for current tuition rates and enrollment information.
580.242.2750

**Oklahoma’s Promise Availability**

Tuition for in-district adults is $2.00/hour.

*2016 Oklahoma salary ranges were obtained from O*Net OnLine
• 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.

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.
• Practice hands-on skills prior to going to clinicals.

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 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 $39.06 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 $50.00.

The Autry Technology Center Student Handbook and Information Guide and program policies are available online at autrytech.edu. Surgical Technology 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 high school students pay no tuition for full-time career programs. In-district adult students pay in-district rates. In-district adults are defined as post-secondary individuals who have established legal/permanent residence in the Autry district. 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, uniforms, shoes, supplies and available at http://autrytech.edu/student-services/books-supplies.

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

This program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, fax (727) 210-2354, in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120-8031 and the Oklahoma Board of Career and Technology Education, 1500 West 7th Avenue, Stillwater, OK 74074, (405) 743-5444, www.okcareertech.org.
CAREER PATHWAY: THERAPEUTIC SYSTEMS
PROGRAM: SURGICAL TECHNOLOGY

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

Total Class Hours - 1481

For further information regarding Gainful Employment in the program, please access the following link:
http://autrytech.edu/student-services/gainful-employment-disclosures/
• PROGRAM LOCATION
Autry Technology Center Main Campus, 1201 W. Willow, Enid OK

• TOTAL PROGRAM HOURS
1481

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

• TUITION/EXPENSES
$2964

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.

• EMPLOYMENT OPPORTUNITIES
The Job Developer with Autry Technology Center works diligently to match students with jobs available in industry.

• SALARY RANGE
Listed below is the salary range in Oklahoma for Surgical Technology obtained from O*Net OnLine.

<table>
<thead>
<tr>
<th></th>
<th>Lowest 10%</th>
<th>Median</th>
<th>Highest 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>$13.03</td>
<td>$18.39</td>
<td>$25.98</td>
</tr>
<tr>
<td>Annually</td>
<td>$27,100</td>
<td>$38,250</td>
<td>$54,030</td>
</tr>
</tbody>
</table>

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

Surgical technologists, also called operating room technicians, assist in surgical operations. They prepare operating rooms, arrange equipment, and help doctors during surgeries. Surgical technologists work as members of a healthcare team alongside physicians and surgeons, registered nurses, and other healthcare workers.

Surgical technologists typically do the following:
• Prepare operating rooms for surgery
• Sterilize equipment and make sure that there are adequate supplies for surgery
• Ready patients for surgery, such as washing and disinfecting incision sites
• Help surgeons during surgery by passing them instruments and other sterile supplies
• Count supplies, such as sponges and instruments
• Maintain a sterile environment

Before an operation, surgical technologists prepare the operating room by setting up surgical instruments and equipment. They also prepare patients for surgery by washing and disinfecting incision sites, positioning the patients on the operating table, covering them with sterile drapes, and taking them to and from the operating room. Surgical technologists prepare sterile solutions and medications used in surgery and check that all surgical equipment is working properly. They help the surgical team put on sterile gowns and gloves.

During an operation, surgical technologists pass instruments and supplies to surgeons and first assistants. They also hold retractors, hold internal organs in place during the procedure, or set up robotic surgical equipment. Technologists also may handle specimens taken for laboratory analysis.

Once the operation is complete, surgical technologists may apply bandages and other dressings to the incision site. They may also help transfer patients to recovery rooms and restock operating rooms after a procedure.
• **ACCREDITATIONS**
  Oklahoma Board of Career and Technology Education, 1500 West 7th Avenue, Stillwater, OK 74074, (405) 743-5444, okcareertech.org

  The Commission on the Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, fax (727) 210-2354, in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120-8031, (303) 694-9262.

• **OUTCOME ASSESSMENT 2017**
  - 100% Job Placement
  - 100% Certification Exam Pass Rate

**INSTRUCTOR(S)**

**KIM DAUGHETEE, C.S.T.**

Kim Daughhetee is a graduate of the Autry Technology Center Surgical Technology Program. She is a Certified Surgical Technologist (CST) with twenty-three years of experience in the field of surgical technology. She loves the challenge of teaching and working hard to make sure her students are grasping concepts and skills necessary to be a successful surgical technologist. Ms. Daughhetee has been Autry’s Surgical Technology Program Director since 2002.
<table>
<thead>
<tr>
<th>AUTRY TECHNOLOGY CENTER</th>
<th>ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION</th>
<th>2017-2018</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>
</tbody>
</table>
| **What: Institutional Information** | • Cost of attending Autry Technology Center i.e.: Tuition and Fees  
• Institutional Refund Policy/Requirements for officially withdrawing from school  
• Information regarding the school’s programs & academic support  
• Entities that accredit, approve, or license the school & its programs & procedures for reviewing accreditation, approval, or licensing documentation  
• Description of any special services & facilities for students with disabilities  
• Titles & availability of employees responsible for dissemination of institutional & financial assistance information & how to contact them  
• Penalties & institutional policies on copyright Infringement, including unauthorized peer-to-peer file sharing  
• Net Price Calculator  
• Constitution Day/Voter Registration/Vaccination Policies  
• Grievance Procedures | • Autry Website  
www.autrytech.edu  
• Student Handbook  
• Consumer Information Guide  
• Autry Course Catalog  
• Program Description Handouts |
| When: Upon Request  
To: Enrolled Students  
Prospective Students | | |
| **What: Financial Assistance Information** | • Description of all available federal, state, local, private & institutional financial assistance, & a description of: (1) application form & procedures; (2) student eligibility requirements; (3) selection criteria; & (4) criteria for determining the amount of a student’s award  
• Rights & responsibilities of students receiving Title IV & 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 & frequency of financial aid disbursements; (5) books & supplies policy  
• Procedures for the Return of Title IV Aid and Repayments by withdrawn students | • Autry Website  
www.autrytech.edu  
• Student Handbook  
• Consumer Information Guide  
• FAFSA website:  
www.fafsa.gov  
• Financial Aid Policy & Procedures |
| When: Upon Request  
To: Enrolled Students  
Prospective Students | | |
| **What: Family Education Rights and Privacy Act (FERPA)** | • Right to & procedures for inspecting & reviewing student’s education records  
• Right to & procedures for requesting amendment of student’s education records believed to be inaccurate or misleading  
• Right to file a complaint with the Department of Education for alleged school’s or educational agency’s failure to comply with FERPA requirements  
• Right of school to disclose personally identifiable information contained in student’s education records without prior consent (34 CFR §99.31)  
• Students right & procedures for directory information to not be disclosed | • Student Handbook  
• Consumer Information Guide  
• Board of Education Policy and Procedure Manual  
• http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html  
• Autry ODCTE Profile |
| When: Upon Request  
To: Enrolled Students  
Prospective Students  
Annually Local Newspaper | | |
| **What: Completion/Graduation Rate, Retention Rate, & Transfer Out Rate** | • 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  
• 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 & ethnicity of enrolled students who receive Federal Pell Grants  
• Retention rates of certificate seeking first-time full-time students as reported to the Integrated Postsecondary Education Data System (IPEDS) | • U.S. Dept. of Ed’s College Opportunities On-Line website:  
nces.ed.gov/collegenavigator  
• Autry ODCTE Profile |
| When: Ongoing  
Upon Request  
To: Enrolled Students  
Prospective Students | | |
| **What: Drug & Alcohol Abuse Prevention** | • Information on preventing drug & alcohol abuse  
• Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs & alcohol by students & employees on the school’s property, or as part of the school’s activities  
• A description of the sanctions under local, state & federal law for unlawful possession, use or distribution of illicit drugs & alcohol  
• A description of drug & alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students & employees  
• A description of the health risks associated with the use of illicit drugs & alcohol  
• A clear statement that the school will impose sanctions on students & employees for violations of the standards of conduct (consistent with local, state & federal law) & a description of these sanctions, up to & including expulsion, termination of employment, & referral for prosecution | • Autry Website  
www.autrytech.edu  
• Student Handbook  
• Consumer Information Guide  
• Board of Education Policy and Procedure Manual |
| When: Annually & Upon Enrollment or Hire  
To: Enrolled Students  
Current Employees | | |
| **What: Campus Security Report** | • Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property & public property reported to campus security authority or local police.  
• Policies concerning the security of & access to campus facilities & procedures to report campus crimes or other emergencies  
• Disciplinary actions regarding the possession, use & sale of alcoholic beverages & illegal drugs & enforcement of state underage drinking laws & federal & state drug laws  
• Programs to inform students & employees about campus security policies, procedures & practices & encourage responsibility for the prevention of crime.  
• Programs regarding sex offenses & where to obtain information concerning registered sex offenders.  
• Emergency response & evacuation policy, procedures & programs  
• Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures | • Autry Website  
www.autrytech.edu  
• Student Handbook  
• Consumer Information Guide  
• Emergency Handout for Staff |
| When: Annually by October 1  
To: Enrolled Students  
Current Employees  
Prospective Students  
Prospective Employees  
Annually by date specified  
To: U.S. Dept. of Education | | |
| **What: Gainful Employment** | • Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc. | • Autry Website:  
www.autrytech.edu/student-services/gainful-employment-disclosures |
| To: Prospective/Enrolled Students | | |

Paper copies of Disclosure Information available from Student Services. This notice is distributed annually to all current and prospective students. It is also located on Autry’s website, in the Student Handbook, and Consumer Information Guide.
SURGICAL TECHNOLOGY INFORMATIONAL PACKET
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 by 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, December 6, 2017
   - Wednesday, January 10, 2018
   - Wednesday, February 7, 2018
   - Wednesday, March 7, 2018
   - Wednesday, April 4, 2018
   - Wednesday, May 16, 2018
   - Wednesday, June 20, 2018

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
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, $19.00 (amount subject to change based on current costs) will be due for the background check (includes sex offender and violent offender status). 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.
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 eye-hand 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 intra-operatively.
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 does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.
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 does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.
APPLICATION FOR ADMISSION

Please Print or Type

Last Name     First Name     Previous Last Name

Address      City     State     Zip Code

Social Security Number:     Email Address:

Home Phone     Business Phone     Cell Phone

EDUCATIONAL HISTORY

Schools/Colleges Attended     Degree/CertificateGranted     Year

1.     
2.     
3.     
4.     
5.     

EMPLOYMENT HISTORY

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

Employer     Phone Number     Position     Immediate Supervisor

1.     
2.     
3.     
4.     
5.     

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

Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.
SURGICAL TECHNOLOGY PROGRAM

FIRST 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.

<table>
<thead>
<tr>
<th>Please rate the applicant in the following areas:</th>
<th>Superior Upper 25%</th>
<th>Average Middle 50%</th>
<th>Poor Lower 25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTIVATION: Depth of commitment; determination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATURITY: Ability to adapt to life situations; adulthood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUDGMENT: Ability to analyze or reach an intelligent conclusion; common sense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RELIABILITY: Sense of responsibility; promptness; dependability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESOURCEFULNESS: Capability to manage or meet situations; originality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERPERSONAL SKILLS: Ability to get along or work with others; cooperation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION SKILLS: Ability to speak or clearly express oneself; articulateness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSEVERANCE: Ability to continue; endurance; stamina</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SELF-CONFIDENCE: Certainty of strengths and weaknesses; assuredness</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE CHECK ONE OF THE FOLLOWING TO INDICATE YOUR RECOMMENDATION:
- [ ] Recommend without reservation
- [ ] Recommend with reservations
- [ ] 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.)

Recommender Name ______________________ Recommender 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)

Address

City

State

Zip Code

Email Address:

Home Phone

Business Phone

Cell Phone

Signature

Date

Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.
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.

Please rate the applicant in the following areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Superior Upper 25%</th>
<th>Average Middle 50%</th>
<th>Poor Lower 25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTIVATION: Depth of commitment; determination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATURITY: Ability to adapt to life situations; adulthood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUDGMENT: Ability to analyze or reach an intelligent conclusion; common sense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RELIABILITY: Sense of responsibility; promptness; dependability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESOURCEFULNESS: Capability to manage or meet situations; originality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERPERSONAL SKILLS: Ability to get along or work with others; cooperation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION SKILLS: Ability to speak or clearly express oneself; articulateness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSEVERANCE: Ability to continue; endurance; stamina</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SELF-CONFIDENCE: Certainty of strengths and weaknesses; assuredness</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE CHECK ONE OF THE FOLLOWING TO INDICATE YOUR RECOMMENDATION:

☐ Recommend without reservation  ☐ Recommend with reservations  ☐ 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.)

Recommender Name

Recommender 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)

Address       City       State       Zip Code

Email Address:

Home Phone       Business Phone       Cell Phone

Signature       Date

Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.
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.

<table>
<thead>
<tr>
<th>Please rate the applicant in the following areas:</th>
<th>Superior Upper 25%</th>
<th>Average Middle 50%</th>
<th>Poor Lower 25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTIVATION: Depth of commitment; determination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATURITY: Ability to adapt to life situations; adulthood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUDGMENT: Ability to analyze or reach an intelligent conclusion; common sense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RELIABILITY: Sense of responsibility; promptness; dependability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESOURCEFULNESS: Capability to manage or meet situations; originality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>interpersonal SKILLS: Ability to get along or work with others; cooperation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMUNICATION SKILLS: Ability to speak or clearly express oneself; articulateness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSEVERANCE: Ability to continue; endurance; stamina</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SELF-CONFIDENCE: Certainty of strengths and weaknesses; assuredness</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check one of the following to indicate your recommendation:

- [ ] Recommend without reservation
- [ ] Recommend with reservations
- [ ] 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.)

Recommender Name ____________________________ Recommender 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)

Address    City      State     Zip Code

Email Address:

Home Phone     Business Phone                                         Cell Phone

Signature          Date

Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.
Federal Pell Grant
Free Application for Federal Student Aid (FAFSA)
The Federal Pell Grant is a Title IV federally funded program which provides funds for educational expenses to eligible undergraduate adult students enrolled in financial aid approved, post-secondary education 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. Students should file a FAFSA as soon as possible after October 1. The Autry school code is 013530. FAFSA 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 in-district 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.

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). Students may apply for OTAG by completing the FAFSA at www.fafsa.gov. The student must also meet all of the general eligibility requirements listed for the Federal Pell Grant Program, be an Oklahoma resident, attend an approved Oklahoma school, and demonstrate financial needs as determined by the OSRHE. Students should file a FAFSA as soon as possible after October 1. Awards will be made until funds are depleted.

Oklahoma Tuition Fee Waivers
Tuition fee waivers may be 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. Students who believe they may qualify should contact the Financial Aid Office to ensure the proper procedures are taken for the student to receive their benefit.

Tuition fee waivers may be 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. More information is also available at www.okpromise.org.

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

Scholarship Opportunities
OTA GRIMES SCHOLARSHIP
This scholarship is administered by the Oklahoma Department of Career and Technology Education (ODCTE) Foundation and offered to adult students who show a financial hardship. Scholarships are to be used for expenses that directly relate to a student attending a technology center class. Award amounts are determined by the ODCTE. Scholarship application and guidelines are available at autrytech.edu/student-services/cost-financial-aid. Contact the Financial Aid Office for questions and deadlines.

CITY OF ENID VANCE SCHOLARSHIP
This scholarship is available to eligible active duty military, spouses of active duty military, adult children of active duty military that are claimed as a dependent, and DOD civilians who reside in Garfield County. Applications are available at Vance’s Education Service Office, and completed applications must be verified and signed by Vance’s Education Service Officer (ESO). Contact Vance’s Education Service Officer at (580)213-7895 for eligibility questions, more information and additional military scholarship opportunities.

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.foldsfhonor.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 Rehabilitation. Contact a local Vocational Rehabilitation Counselor at (580) 233-0244 for more information.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
WIOA is a federal program providing financial aid, employment information, job search support, training, and educational programs to applicants who meet economic, employment, and geographical guidelines as determined by WIOA staff. For more information or to apply, contact the local Workforce Oklahoma office at 900 W. Cherokee, Enid, OK, (580)234.6043.

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. A Tribal Leaders Directory is available at www.bia.gov/tribalmap/DataDotGovSamples/tld_map.html.

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 30th at www.pmtc.ok.gov/naspm.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).
- Is making satisfactory progress.
- Provides all required verification documents.
- 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. 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”.
5. Answer all questions on the application. Please note that HELP BOXES are available on the right side of the application.
6. Identify Autry as your school choice. Autry’s Federal Code is 013530.
7. TAX INFORMATION: You will need a copy of your 2015 tax return for the 2017/18 FAFSA application or a copy of your 2016 tax return for the 2018/19 FAFSA application to enter the requested year’s financial information.
8. After completing your FAFSA, sign it with your FSA ID (and your parent’s, if applicable) and then “Submit” it.
9. 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 application 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 IRS Tax Return Transcripts, W2’s, or proof of non-filer)
- The IRS Tax Return Transcript is required for all students who filed a tax return and are selected for verification.
- Completed and signed verification worksheets.

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.
Additional financial aid policies/procedures are available in Autry’s student handbook at www.autrytech.edu.

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