



**Northwest Technical Institute**

rethink education

*“Changing lives through education, training, and skill development.”*

# Sterile Processing Technician Application

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## **STERILE PROCESSING TECHNICIAN PROGRAM** **PROGRAM HISTORY**

Sterile Processing Technicians (SPT) play a critical role in keeping patients healthy by ensuring medical instrumentation and equipment is sterile. Their work helps patients avoid infections while receiving treatment. They also maintain the functionality and inventory of healthcare and surgical equipment.

The SPT can work in a sterile processing department and central service department in a variety of healthcare facilities, including hospitals, dental or eye care practices, plastic surgery offices, surgery centers and laboratories. You will contribute to a team of sterile processing technicians who are all working together to maintain sterilization and storage.

### **PART-TIME SCHEDULE**

The program is offered every semester. Theory classes are held Tuesday, Wednesday, and Thursday from 5:30 pm to 8:30 pm, for 14 weeks

### **EMPLOYMENT**

Full-time employment is possible given the program is offered part-time in the evening.

### **FINANCIAL AID**

Financial aid is not available.

### **SELECTION PROCESS FOR THE STERILE PROCESSING TECHNICIAN**

Students should submit an application and supply one reference.

### **ADVANCED PLACEMENT**

This is an good introductory program for the Surgical Technology Program.

### **BACKGROUND CHECK AND DRUG SCREEN**

Background checks and a drug screen are required.

Questions about this program can be answered Monday through Friday 7:30 am - 4:00 pm by calling 479-751-8824 ext. 116.

## **NWTI Adult Education Scholarship Information**

Northwest Technical Institute Adult Education Center has partnered with the Northwest Technical Institute Allied Health Department to offer scholarships for students who will co-enroll in the NWTI Adult Education Center and NWTI Sterile Processing Technician (SPT) program.

### ***What will the scholarship cover?***

Full NWTI Tuition in the amount of \$420.00

NWTI Application Fee \$10.00\*

NWTI Accuplacer Exam (One Free Testing) \$5.00\*

\*Applicants must contact NWTI Adult Education staff before the Application and Accuplacer testing has been processed in order to receive the waivers for application and one time testing fee waiver.

### ***How do I become eligible?***

Students must meet the qualifications for acceptance into the NWTI Sterile Processing Technician (SPT) program:

- Students will take a Free TABE assessment at the NWTI Adult Education Center to determine skill level. If a student has a skills deficiency determined by the Free TABE Assessment the student will be offered the NWTI Adult Education SPT Scholarship.
- Students can still have a skills deficiency even if he or she has received a college degree.
- Students must meet a minimum Reading score 501 and Language score of 511

The NWTI Adult Education Director will submit all paperwork to NWTI Allied Health Department and NWTI Business Office detailing the scholarship.

### ***When should I apply for the scholarship?***

It is best for students to contact the NWTI Adult Education Center and NWTI Allied Health Department at the time of application for the NWTI Sterile Processing Technician (SPT) program.

\*The TABE assessment test given by the NWTI Adult Education Center must be within 90 days of the first day of the Sterile Processing Technician (SPT) program. If not within 90 days the scholarship becomes void.

NWTI Adult Education Center  
610 E Emma Suites 200  
Springdale, AR 71765  
479 751 0181  
ntiadulteducationcenter@nwti.edu



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## STERILE PROCESSING TECHNICIAN PROGRAM CHECKLIST

Thank you for inquiring about Northwest Technical Institute's **Sterile Processing Technician Program**. This is a 3-month program that begins in September and ends in December. There are **no prerequisite classes**.

### FILE COMPLETION

To be considered for this program, you must have a complete file.

**Surgical Sterilization Application Packet** and DD-214, if applicable (**\$10.00 fee**) **Application Fee \$10.00 must be paid when application is turned in.**

**NEXT-GENERATION ACCUPLACER test (\$10.00)** you must score a minimum 224 for Reading Comprehension.

**Due to COVID, no accuplacer is needed for enrollment for fall 2020.**

**High School Transcript or GED** needs to be **OFFICIAL** transcripts. (An "Official Transcript" means it has the embossed school seal imprint and sealed in an envelope and **sent directly** to the NWTI Admissions Office. You will be responsible for any fees involved.

**College Transcripts** needs to be official transcripts (An "Official Transcript" means it has the embossed school seal imprint and sealed in an envelope and sent directly to the NWTI Admissions Office. Please see cover page about transfer credit.

**Immunization Records** includes Two (2) Measles & Rubella (MMR) is required, if born on or after January 1, 1957. 1 **Negative TB skin test** or a chest x-ray (allow three working days to complete this test). **Varicella:** You will need to show proof of 2 vaccines, proof of positive titer, or a note from your physician stating that you have a history of varicella (chicken pox). **DTAP:** Must be within the last 10 years and cover the entire program. **3 Hepatitis B vaccine;** first 2 are given 30 days apart, and the 3<sup>rd</sup> is given 6 months later.

**If you have ever tested positive or recently test positive for TB, you must have a chest X-ray showing no active disease before class starts.**

**CPR Certification**-American Heart Association-BLS for Healthcare Workers within 6 weeks of beginning class.

**One Reference** Work or Personal is needed.

**ATTN: All paperwork must be turned in all at once. One reference and transcripts must be turned in with the application.**



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**Curriculum** The following courses must be completed satisfactorily to receive a certificate in our Sterile Processing Technician Program:

<b>Course Number</b>	<b>Course Name</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<b>SPT 1003</b>	Intro and Role of SPS	36	2
<b>SPT 1004</b>	Infection Prevention	54	3
<b>SPT 1113</b>	Instrumentation and Sterilization	46	2
	<b>Total Hours</b>	<b>126</b>	<b>7</b>

*Total Hours 126*  
*Total Theory Hours-90*  
*Total Lab Hours-36*

**Suggested Schedule**

	<b><u>Semester Schedule</u></b>
SPT1003	Intro and Role of SPS
SPT1004	Infection Prevention
SPT1113	Instrumentation and Sterilization



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**Sterile Processing Technician Program**  
**2020-2021 Anticipated Expenses**

<b>Semester</b>	<b>Paid to NWTI</b>
Tuition	420.00
Institute Fees (Admin, Student Support, Facilities, and Tech Fees)	200.00
Program Fees (Lab and insurance)	280.00
Book (ISBN # 987-1-4951-8904-3)	125.00
<b>Other Student Expenses not paid to NWTI</b>	
CPR (price varies) Must have within 6 weeks	85.00
Background check and Drug Screen	67.00
Other Immunizations	\$100
Certification Fee	135.00
<b>Total For Semester</b>	
<b>Program Total</b>	<b>\$1,412</b>

Please keep in mind when making your financial plans: Travel expenses to/from school and clinical sites, child care, and other expenses.

**\*The above expenses are estimates and are subject to change without notice.**

NORTHWEST TECHNICAL INSTITUTE

P.O. BOX 2000 ♦ 709 S. OLD MISSOURI ROAD

SPRINGDALE, AR 72765-2000

PHONE: (479) 751-8824 EXT. 116 ♦ FAX: (479) 750-7272

If your contact information  
changes during the  
admission process, please  
let us know.

## STERILE PROCESSING TECHNICIAN APPLICATION FOR ENROLLMENT

NAME \_\_\_\_\_  
Last First M

MAIDEN NAME: \_\_\_\_\_ E-mail Address \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

HOME TELEPHONE \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

CELL PHONE \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### EMERGENCY CONTACT

LAST NAME	FIRST NAME	M	RELATIONSHIP
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE			

HIGH SCHOOL ATTENDED \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ IF SO, WHAT YEAR \_\_\_\_\_

IF HIGH SCHOOL EQUIVALENCY ACHIEVED, GIVE NAME OF TEST: \_\_\_\_\_

COLLEGE ATTENDED \_\_\_\_\_

HOURS \_\_\_\_\_ DEGREE \_\_\_\_\_

OTHER EDUCATIONAL EXPERIENCE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**STERILE PROCESSING TECHNICIAN APPLICATION FOR ENROLLMENT  
BACKGROUND CHECK INFORMATION**

All applicants and new students are advised and must sign acknowledgements that successful completion of the Sterile Processing Technician program at Northwest Technical Institute does not guarantee employment at area healthcare facilities. If you have been convicted of any crime in the last three (3) years, you will not be eligible for employment at most area healthcare facilities. Students are advised to acknowledge all past crimes, including those that have been sealed or expunged as these may appear on their background checks that will be done prior to employment at area healthcare facilities.

**Please answer the following questions.**

- Do you have prior experience in any branch of the armed forces?  
YES  NO

**If so, please attach a copy of your DD 214.**

- Have you ever been convicted of a misdemeanor or felony or pled guilty or nolo contendere to any charge in any state or jurisdiction?  
YES  NO
- Have you ever had a license, certificate or registration disciplined (revoked, suspended, placed on probation or reprimanded) or voluntarily surrendered in any state or jurisdiction?  
YES  NO
- Do you currently engage in drug-related behavior, including the use of mood-altering drugs/substances and/or alcohol that would affect your functional abilities to perform while working as a surgical technologist?  
YES  NO
- In the last two years, have you been the subject of a chemical or alcohol dependency intervention or participated in chemical or alcohol dependency treatment/rehabilitation?  
YES  NO

**If you answered yes to any of the above questions, please give a detailed explanation to each yes answer.**

Please select one or more of the following, as applicable: *Additional Information (used for research purposes and federal and state reporting requirements, not for admission consideration.)	
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> White	Are you a veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a citizen of the U.S. <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	If no, country or origin _____
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Your signature indicates that you have been apprised of background requirements for area healthcare facilities.**



**Background Screening Consent**

Applicant should complete all relevant information and sign and date the form.

I, \_\_\_\_\_, hereby authorize Northwest Technical Institute and/or its agents to make an independent investigation of my background, references, character, part employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for entrance into the clinical setting.

I release Northwest Technical Institute and its agent and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed) \_\_\_\_\_

Maiden Name or Other Names Used \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How Long at Present Address? \_\_\_\_\_

Former Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Please List all states and counties of residence since turning age 18:

\_\_\_\_\_  
\_\_\_\_\_

Driver's License Number \_\_\_\_\_ State of License \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ DATE \_\_\_\_\_

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Northwest Technical Institute abides by all applicable state and federal employment laws.



# Northwest Technical Institute

## Sterile Processing Technician Program Duties Acknowledgement Form

### Duties and Responsibilities:

A SPT is a healthcare professional who is primarily responsible for everything in the workroom, sterile processing and making sure policies and procedures are followed to ensure proper sterilization of surgical instrumentation

- Cleans each item according to the manufacturers instruction
- Inspects instruments under microscope for damage and defects; lubricates items as required
- Determines that each item is in good working condition
- Sorts and arranges items in proper trays according to established policy and procedure
- Correctly operates sterilizers, ultrasonic washer and other equipment for processing items
- Performs required biological monitoring test on all sterilizers according to established policy and procedure
- Checks for outdated items and package integrity of wrapped sterilized items; replaces items as necessary
- Maintains adequate inventory of supplies for the sterile processing area

### Special Qualifications:

In addition to minimum requirements regarding reading, language and math skills, the student must, unassisted:

1. Demonstrate understanding of sterilization principles required
2. Constant and frequent judgement and response required
3. Using the English language skills to communicate effectively with staff

### Psychomotor Qualifications:

1. Vision – Normal, corrected. Demonstrate sufficient ability to assemble like instruments together
2. Hearing – Normal corrected or aid able. Hear and understand muffled communication without visualization of the communicator’s mouth/lips within 20 feet
3. Smell – Able to detect odors sufficient to maintain environmental safety and patient needs
4. Touch – Normal tactile sensitivity. Manipulate instruments, supplies and equipment with speed, dexterity and good eye-hand coordination

### Physical Demand:

1. While performing the duties of this job the employee is frequently required to sit, converse, and listen; use hands to touch, handle, or feel objects, tools or controls; and to reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus
2. The employee must be able to lift and/or carry over 20 pounds on a regular basis and be able to push/pull over 25 pounds on a regular basic
3. The employee must be able to stand and/or walk at least 5 hours per day

### Communication Qualifications:

1. The ability to interact and verbally communicate with others
2. Ability to communicate and understand fluent English, both verbally and in writing

I have read the above and feel that it is within my ability to carry out the duties, responsibilities and qualifications of a Sterile Processing Technician (SPT). **I do\_\_\_\_\_ do not\_\_\_\_\_** (check one) have any problems meeting the above technical requirements. In the event that I am selected for the ST program, I understand that it will be necessary for me to demonstrate the technical requirements during my clinical training. I understand that any misrepresentation or falsification of information is cause for denial of admission. Upon discovery of falsification of stated ability, a student that has been admitted to the program may not be able to continue.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

## STERILE PROCESSING TECHNICIAN APPLICATION FOR ENROLLMENT

**EMPLOYMENT HISTORY:** List most recent first. If you do not have an employment history, please indicate in the space provided below.

EMPLOYER	MAILING ADDRESS	JOB	DATES FROM                      TO

**PERSONAL REFERENCES:** Other than relatives

NAME/RELATIONSHIP	PHONE

**Employment Reference Letter:** You will need two (1). Complete the top portion of each form and sign it. Leave the signed forms with your current or previous employers. The letter is to be completed by the employer and sent directly to NWTI. *Employment reference letter submitted from the applicant will not be accepted.* One personal reference should be submitted if you do not have professional reference.

In keeping with the guidelines on Title VI, Sections 602, Civil Rights Act of 1964; Title IX, Section 901, Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, this school assures that no person in the United States shall, on the basis of race, color, national origin, sex, or handicap be excluded from the participation in, be denied benefit of, or be subjected to discrimination under any person or activity administered by the school.

**I hereby affirm that all information supplied for this application is complete and accurate. It is my understanding that I shall not be considered for admission until I have submitted all credentials specified. I understand that withholding information requested or giving false information may make me ineligible for admission and enrollment. I also understand that upon discovery of any falsified information on this application I will be subject to immediate dismissal from the program.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

NORTHWEST TECHNICAL INSTITUTE  
 STERILE PROCESSING TECHNICIAN  
 P.O. BOX 2000  
 SPRINGDALE, AR 72765-2000  
 Phone: (479) 751-8824 Ext. 116

**EMPLOYMENT REFERENCE LETTER**

**Employment reference letters submitted to NWTI directly from the applicant will not be accepted.**

Employment Reference Letter should be completed and mailed by the employer and sent directly to NWTI no later than. *Employment reference letter submitted to NWTI directly from the applicant will not be accepted!*

**PART I – TO BE COMPLETED BY PN APPLICANT. ONCE COMPLETED, SEND TO EMPLOYER.**

**Employer Name and Address,** \_\_\_\_\_

**& Phone Number:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

I authorize the above named employer to release to Northwest Technical Institute any information in my personnel file for the purpose of entry into the Sterile Processing Technician Program.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

**PART II–FOR EMPLOYER. PLEASE COMPLETE AND MAIL TO NWTI.**

The above person has applied for admission to our Sterile Processing Technician Program and has given your name as a reference. Will you kindly give us your candid opinion of this applicant's suitability for the duties of a surgical technologist? All information will be kept confidential. Thank you for your assistance.

Employment Dates: \_\_\_\_\_ Would you rehire this applicant? \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Evaluate the applicant on the following 1 – 5 scale:

	1=Unacceptable		2=Poor		3=Fair		4=Good		5=Excellent		
Ability to get along with others	1	2	3	4	5	Initiative	1	2	3	4	5
Reaction under stress	1	2	3	4	5	Responsibility	1	2	3	4	5
Character	1	2	3	4	5	Dependability	1	2	3	4	5
Honesty	1	2	3	4	5	Efficiency	1	2	3	4	5

Please give us any further information that you might have about this individual that will help us to decide upon his/her suitability for the Sterile Processing Technician (SPT) Program.

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Signature/Title**

\_\_\_\_\_  
**Date**