**Certification Prep & Externship for Surgical Technology**

1. Every student will be required to come to campus for four- six weeks (days and times TBD) for Certification Prep class at the end of 3rd term. If a student does not participate in prep class, they will receive a zero for the term 3 and need to repeat.
2. All students are required to take the Certification exam on a scheduled date and if you do not participate you will receive an F for the Program and not graduate.
3. All required externship paperwork will be uploaded weekly to Canvas by Friday at 11pm. If they are not sent you will be pulled from the site until further notice (please refer to attendance policy).
4. If payments are not made during term 3 the student will be pulled from the site and will not be returning until payments are made or until 2 absences have been taken (If the site does not allow you to return you will be dropped from the program).
5. Refer the Externship Policy & Payment Plan Policy for externship attendance and details on notifying Program Director for any absences and/or leaving early.

**Your scheduled CST Prep is scheduled to begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your prep classes will be for \_\_\_ weeks and consist of \_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_.**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

SVSTI Official Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_