COLLEGE OF DUPAGE

Central Sterile Processing Distribution Technician (CSPD) Program
Certificate

Spring 2027

Program starts every semester
Program is in-person only and admits approximately 40 students per semester

Registration Deadline:
Start of each session or until the course fills
Registration is on a first-come, first-serve basis.

CSPD 1211 course options:
1st 8-week session (January start)
2nd 8-week session (March start)

Program Chair:
Jayne Kaspar, CST, CSPDT
Assistant Professor, Program Chair
(630) 942-2504 or kasparj111@cod.edu

Health Science Division Refund Policy
Health Science students acknowledge that program-related expenses are non-refundable if they voluntarily withdraw or are dismissed from the program for any reason. Non-refundable expenses include, but are not limited to, program application costs, tuition, laboratory fees, malpractice insurance, clinical site software account fees, health and clinical compliance requirements, Medical Document tracking software account fees, uniforms/scrubs, textbooks, supplies, and other expenses associated with enrollment or participation in the Health Science Program.

By accepting admission or registering for the program, students acknowledge their financial responsibility for these expenses and understand that withdrawal or dismissal from the program does not constitute grounds for refund of reimbursement.

College of DuPage
Central Sterile Processing and Distribution Program

Program Overview

The program includes four (4) courses that can be completed in as little as one semester. CSPD1111 is an 8-week online or 16 week in-person didactic course that applies to the principles of the sterile processing department necessary for professional certification and employment. CSPD1211 is an 8-week course that provides students with hands-on experience in a hospital or surgery center. SURGT1000 evaluates the importance of ethical and professional behavior in healthcare. HLTHS-1110 is a biomedical terminology course that defines the terms, body systems, and language used in the medical field. All of these courses combined offer the College of DuPage Central Sterile Processing Distribution Technician certificate that help move you closer to the goal of working in healthcare.

Essential Functions

You may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases while working as a sterile processing technician. Please look carefully at the following Essential Functions for the operating room. These are physical, mental, and emotional characteristics that are required for employment in the operating room. Only you can decide if this career is right for you. It is better to recognize if a program is the right fit before committing to a career. Once admitted into the program, students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. *Non-compliance with rules, regulations and procedures is a basis for **dismissal** from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.*

Gross Motor Skills:

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders (e.g., adjust overhead lights)
- Reach below waist (e.g., plug electrical appliance into wall outlet)
- Reach out front

Fine Motor Skills:

- Pick up objects with hands
- Grasp small objects with hands firm and slight pressure (ex. surgical instruments)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate small microscopic instruments)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot (e.g., pumping soap dispenser, detergents)

Physical Endurance:

- Stand for long periods of time from 2-4 hours
- Maintain same position for long periods of time
- Sustained repetitive movements
- Function in a fast-paced work environment

Physical Strength:

- Push and pull 50 pounds (e.g., carry instrument pans, move equipment)
- Support 50 pounds of weight (e.g., large instruments/trays)
- Lift 50 pounds (e.g., instrument trays, equipment)
- Carry equipment/supplies (e.g., lift instrument pans)
- Squeeze with hands (e.g., operate fire extinguishers)

Hearing:

- Ability to hear normal speaking level sounds (e.g., person to person conversation,)

- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips (e.g., masks are worn in decontamination department)

Visual:

- See objects up to 20 inches away (e.g., information on monitor screen, identification of small instruments)
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies)

Environment:

- Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors (e.g., chemicals, detergents)
- Exposure and tolerate unpleasant sights and sounds, electrical energy, solvents, grease, oils, slippery or uneven walking surfaces and excessive noises
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment (e.g., mask, gown, gloves, glasses)
- Tolerate working indoors
- Tolerate working in extreme temperatures

Emotional Stability:

- Establish professional relationships
- Adapt to changing environment/stress
- Focus attention on task
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Accept constructive feedback
- Accept responsibility for own actions

Interpersonal Skills:

- Establish rapport with individuals (e.g., staff members and hospital staff)
- Respect/value diversity in others
- Negotiate interpersonal conflict
- Demonstrate tolerance in working with others
- Function as part of a team

Program Sequence

In order to obtain the Certificate in the Central Sterile Processing Distribution Technician program, you will need to complete the following courses:

1. **CSPD 1111** Central Processing Distribution Technician (3 credit hours) *
2. **CSPD 1211** Central Sterile Processing and Distribution Practicum (3 credits hours) *
3. **SURGT 1000** Ethics in Health Care (3 credit hours) *
4. **HLTHS 1110** Biomedical Terminology (3 credit hours) *

Total Credit Hours Required for Certificate: 12 credit hours
*Grade of 'C' or higher is required

Suggested Fall & Spring Course Sequence:

1st 8-week session	CSPD 1111
	SURGT 1000
2nd 8-week session	CSPD 1211
	HLTHS 1110

Suggested Summer Course Sequence:

8-week session	CSPD 1111
	SURGT 1000
	CSPD 1211
	HLTHS 1110

Registration Checklist

Your checklist must be complete in order to receive permission to register for CSPD 1211. The **Registration Deadline** is the start of the semester or until the course fills.

NOTE: The program has the right to deny admission to any student that they feel is unable to fulfill or abide by the policies and procedures as described on the Central Sterile Processing Distribution Technician (CSPD) website and in this packet.

1. If you have not been admitted to College of DuPage, please complete the **non-refundable** $20 College of DuPage General Admissions Application online. **This application is for general admissions to College of DuPage only.**
   ***** If you are an F-1 International Student, you must receive prior approval from the International Student Advisor in the International Student Admissions Office, SSC 2225 prior to registration.

2. Register for **CSPD 1111** (NET- Lecture course). **NOTE:** This course fills ***extremely quickly***.

3. When would you like to begin **CSPD 1211** (Practicum course)**?** Choose **ONE:**

   A. 1st 8-week session (January start)
   B. 2nd 8-week session (March start)

4. Follow all instructions below based on the **session** you choose. Registration is first-come; first-serve. Questions regarding the steps below, please e-mail clinicalrequirements@cod.edu.

5. Initiate **Background Check** through **DISA Healthcare/Castle Branch -** Begin **ASAP**
   Go to https://disahealthcare.com/login/disa-cb/.
   Choose **USER type:**

   - **If New User –** click **"Create Account"** (You are a New User if you did NOT create a Castle Branch account at COD for another program in the past)
     - Enter an email address and create a password. Click "Next" and follow steps

   - **If Current User –** enter **Username** & **Password** then click **"Sign-In"** (You are current user if you previously created an account for a COD program).
     - If you do NOT remember your password, click on "Forgot Password". If you do NOT remember your Username, call Customer Service: (888) 723-4263

6. Order **Background Check**, **Medical Document Manager,** and **Drug Test** through DISA Healthcare/Castle Branch
   - When logged in to DISA Healthcare/Castle Branch, select "**Place Order**" at the top right.
   - Enter Package Code: **CL88bgim**

   A. Review the Summary Page and make sure all information is ACCURATE
   B. Enter Payment information
   C. When you reach Order Confirmation page, click "NEXT". You will be re-directed to your Castle Branch "MyCB" Dashboard – click "Go"
   D. Click "**To Do List**". This is your landing page for (Background Check, Medical Document Manager & Drug Screening)
   E. Click on "(+)" Background Check
   F. Then click "(+)" **Illinois Statewide Criminal Release Form –** *download & print*

G. Within 2 business days, provide **hand-written signature** and e-mail to expedite@disahealthcare.com.
H. NOTE: Form must be e-mailed within 2 business days, otherwise, your Background Check will be cancelled.

7. **Complete Health Requirements** (physical exam, vaccines, and titer blood draws)
Refer to the Clinical Requirements Packet and https://youtu.be/M6khaCBRj04 for details.

There are 2 options for completing your physical exam, vaccines, and titer blood draws:

1. Visit your **own Healthcare Provider** (encouraged for use of health insurance)

OR

2. **Edward Occupational Health (EOH).** (EOH does **not** accept insurance but offers reduced pricing listed in the Clinical Requirement Packet).

Obtain the following health requirements:

Health Requirements
Physical Exam - **PRINT & BRING** "Physical Exam" form to doctor (page 10). Completed within the last year.
QuantiFERON TB Gold Blood Test – **1st 8-week session** (January start) – Take test **11/04/2026 or later** **2nd 8-week session** (March start) – Take test **01/06/2027 or later** *(**NOTE**: Endeavor & Adventist clinical sites are requiring TB tests done 90 days prior to clinical start. There may be a chance you will have to obtain **two** TB tests within a short timeframe, pending clinical site mandates).*
TDAP vaccine
Hepatitis B Immune IgG Immune Titer - (blood test draw in lab; NOT vaccine)
Varicella Immune IgG Immune Titer - (blood test draw in lab; NOT vaccine)
MMR – Measles (Rubeola), Mumps, Rubella IgG Immune Titer - (blood test draw in lab; NOT vaccine)
2026-2027 Flu Vaccine

8. Schedule an **in-person Chart Review** with **Edward Occupational Health (EOH) –** cost $38
EOH serves as our medical reviewer. After you complete the above health requirements from Step 5, make an appointment for an in-person **EOH Chart Review**. Call only one of these EOH locations below. Please leave your full name and call-back phone # and they will return your call.

1. Naperville (630) 527-7299 (press Option # 2 to schedule an appointment)
2. Bolingbrook (630) 527-7299 (press Option # 2 to schedule an appointment)
3. Addison (630) 527-7299 (press Option # 2 to schedule an appointment)
4. Elmhurst (630) 527-7299 (press Option # 2 to schedule an appointment)
5. Plainfield (630) 527-7299 (press Option # 2 to schedule an appointment)

9. **CPR Certification** – Submit **American Heart Association - BLS** CPR Certification to your **DISA Healthcare/CB Medical Document Manager** (Certification must be given by the American Heart Association (AHA) for BLS providers.
CPR Course Options:
- Go to AHA (click here -Find an AHA BLS provider course near you)

10. **Comprehensive Health Insurance** coverage**:** submit proof to your **DISA Healthcare/CB Medical Document Manager.** You need to have valid comprehensive health insurance that covers you for the entire length of the program If you do NOT have health insurance, please see important dates below and visit https://cod.studentbenefitplans.com/bpg-insurance-individual/.

OPEN ENROLLMENT
Typically occurs November – January (subject to change). If you miss open enrollment but have a qualifying life event, you can apply during a Special Enrollment Period.

Begin researching these options NOW as the approval process can take up to 90 days.

- If you had a "**Life Event" change**, you may qualify for a Special Enrollment Period (SEP). Please visit https://getcovered.illinois.gov/special-enrollment-period/special-enrollment.html to view list of "Life Events" to see if you qualify. Contact Debra Gaetano at 877-247-8817 for assistance.

- If you did not have a "Life Event" change from above, you should start the application process for Medicaid **NOW, by visiting Applying for Medicaid.** The approval process for Medicaid can take 60 – 90 days. You must be approved by Medicaid prior to clinicals in order to remain in the program.

11. **Medical Document Manager** through Castle Branch involves:
    a. Uploading CPR certification
    b. Uploading Health Insurance
    c. Uploading Flu Vaccine
    d. Signing Policy forms
    e. Uploading Edward Health Clearance Form

12. **Registration for CSPD 1211** - When all above registration Steps # 1 - 11 show 'complete', you will receive registration instructions and permission from clinicalrequirements@cod.edu.

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13. **Drug Test** – Do **NOT** begin until instructed. This will be completed AFTER registration and must be 'cleared' prior to course start in order to proceed in the CSPD 1211 course. TAKE your Drug Test within the appropriate timeframe listed below:

- If choosing **1st 8-week** session **(January 2027 start) –**

    - **On 1/3/27 –** Go to https://disahealthcare.com/login/disa-cb/ and log-in to your myCB account.
    - **Order** Drug Test Package Code**: CL88dt**
        - Visit https://disahealthcare.com/login/disa-cb/ & Log-in to your myCB account.
        - Go to your **"To-Do List";** click "**Drug Test"** then **plus (+) icon**
        - **Download & PRINT** the **"Drug Screen Registration Form"**
        - TAKE Form to drug test appointment, along with a Government Issued ID. Location options listed at bottom of Form.
        - The SOONER you take the Drug Test, the BETTER
        - Results MUST be posted by **1/20/27**

- If choosing **2nd 8-week** session **(March 2027 start) –**

    - **On 3/7/27 –** Go to https://disahealthcare.com/login/disa-cb/ and log-in to your myCB account.
    - **Order** Drug Test Package Code**: CL88dt**
        - Visit https://disahealthcare.com/login/disa-cb/ & Log-in to your myCB account.
        - Go to your **"To-Do List";** click "**Drug Test"** then **plus (+) icon**
        - **Download & PRINT** the **"Drug Screen Registration Form"**
        - TAKE Form to drug test appointment, along with a Government Issued ID. Location options listed at bottom of Form.
        - The SOONER you take the Drug Test, the BETTER
        - Results MUST be posted by **3/23/2027**

***IMPORTANT DRUG TEST NOTES**:*
*'Positive' results for Marijuana will **NOT** be accepted as marijuana is not federally regulated. This*

*means that if you receive a 'positive' result for Marijuana, you will **not** be able to move forward in the program as the clinical sites require a 'clear' drug test. FYI, marijuana can remain in your system for at least 4-8 weeks. Please note that even if you had a prescription for medical marijuana, it will still not be accepted.*

If you receive a "dilute negative" result, this means that your urine was too diluted to obtain an accurate result and you need to re-pay and take a new drug test. Please be cognizant of how much liquid you drink. It is best to try to schedule the test first thing in the morning when the sample will be most concentrated, if possible.