COLLEGE OF DUPAGE

Surgical Assistant Program

Advanced Certificate

Fall 2027

One registration cycle per year
Program starts only in the Fall semester
Program is in-person only and admits approximately 10 students per cycle

Registration Deadline:

July 1, 2027 by 5pm or until course fills

Registration is on a first-come, first serve basis.

Program Chair:
Esperanza “Ranzie” Wilson, MSEd, CSFA, CST
Associate Professor, Program Chair
(630) 942-2516 or franadae@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.

Important Dates:

On-Campus Suture Lab will be held during the dates below:

1. August 27, 2027 from 7:30am – 5:00pm
2. August 28, 2027 from 7:30am – 5:00pm
3. August 29, 2027 from 7:30am – 5:00pm

Location:
Health & Science Center main campus
425 Fawell Blvd
Glen Ellyn, IL 60137

Program Sequence

First Semester

- CSFA 2501 – Surgical First Assistant Principles I (9 credit hours)
- CSFA 2502 – Surgical First Assistant Laboratory Practicum (6 credit hours)
- Completion of 40 clinical cases

Total: 15 credit hours

Second Semester

- CSFA 2503 - Surgical First Assistant Principles II (13 credit hours)
- Completion of 50 clinical cases

Total: 13 credit hours

Third Semester

- CSFA 2504 - Surgical First Assistant Principles III (7 credit hours)
- Completion of 50 clinical cases

Total: 7 credit hours

Registration Checklist

Your checklist must be complete in order to be considered for registration and allowed to register for the course. The **Registration Deadline** is **July 1, 2027 at 5pm** 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 Surgical Assistant website and in this packet.

1. **Information Session**: Contact the Instructor, Esperanza "Ranzie" Wilson at franadae@cod.edu or (630) 942-2516 to schedule an Individual Information Session. **It is required that an applicant attend an information session within a 12-month period prior to the semester in which you begin the program.**

2. 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.**

3. **Certified Surgical Technologist/CST/ST**: Submit proof of a minimum of **one (1)** of the following prerequisites to surgicalassistant@cod.edu:
    - Certified Surgical Technologist with current certification (email copy of certificate)
    - Graduate of a CAAHEP accredited Surgical Technology program (email copy of certificate and/or transcripts)

    OR

    Registered Nurse with perioperative experience, Physician Assistant with perioperative experience, and/or foreign medical doctor with perioperative experience: submit proof of the following to surgicalassistant@cod.edu:
    - Registered Nurse License with verification from employer (within perioperative field)
    - Physician Assistant License with verification from employer (within perioperative field)
    - Foreign Medical Doctor with verification of transcript with perioperative rotations

4. **Required forms that must be emailed to surgicalassistant@cod.edu:**

    a) Request that your precepting surgeon submit (Page 8) - '**College of DuPage Letter Written by your Surgeon Preceptor Template'**. The form must be completed by your surgeon preceptor (must be a surgeon who is a Medical Doctor (M.D.) or Doctor of Osteopathic Medicine (D.O)) that he/she is willing to precept you and it must be signed and dated by the surgeon. (Please inform the surgeon that once you are in the program, accreditation mandates that you complete a minimum of 140 procedures: 20 in general surgery, 120 in any other specialty areas as long as it requires a surgical first assistant. (Email completed form to surgicalassistant@cod.edu).

b) Submit the '**Clinical Contract Information'** form (page 9) as soon as possible to surgicalassistant@cod.edu. The clinical affiliation agreement must be **fully executed prior to receiving permission to register** for the program. This process could take 3-6 months if there is not already a contract in place between the institution and College of DuPage.

c) Submit the completed '**Clinical Requirement Acknowledgement Form'** (page 10) to surgicalassistant@cod.edu.

5. Order **Background Check** through **DISA Healthcare -** Begin **ASAP**
Go to disahealthcare.com. Choose **USER type:**

- **If New User – click on "PLACE ORDER"**
  - Click "DISA CB – GO"
  - Enter Package Code: **OE30bgim**
  - Create Account

- **If Current User – click on "PLACE ORDER"**
  - Click "DISA CB – GO"
  - Enter Package Code: **OE30bgim**
  - Enter Log In – If you do NOT remember your password, click on "Forgot Password". If you do NOT remember your Username, call Customer Service: (888) 723-4263

- All Users will be directed to enter/confirm User Profile Information and Security Questions.
  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 DISA "MyCB" Dashboard – click "Go"
  D. Click "**To Do List**". This is your landing page for (Background Check, Medical Document Manager & Drug Screen)
  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 submitted within 2 business days, otherwise, your Background Check will be cancelled.

6. **Health Requirements** - (physical exam, vaccines, and titer blood draws)
You have 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).** (They do **not** accept insurance but offer reduced pricing listed in Clinical Requirement Packet).

Obtain the below Health Requirements:
Physical Exam – (PRINT 'FORM' – page & **bring to your physician.** Must be completed within the last year.
QuantiFERON Gold TB Blood Test -MUST be dated **12/17/2026** or later
TDAP vaccine
Hepatitis B Immune IgG Immune Titer (blood test)
Varicella Immune IgG Immune Titer (blood test)
MMR – Measles (Rubeola), Mumps, Rubella IgG Immune Titer (blood test)
DUE: 9/1/2027 – The 2027-2028 Flu Vaccine

7. **Chart Review with Edward Occupational Health: AFTER** you complete the above Health Requirements, EOH, will need to complete a Chart Review for you. EOH serves as our medical review officer.

   - **Out-of-State students** - email surgicalassistant@cod.edu for **Chart Review** instructions.

   - **In-State students** - procced with an **in-person Chart Review** with **Edward Occupational Health** cost: $38
     Call 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 2 to schedule an appointment)
     2. Bolingbrook (630) 527-7299 (press 2 to schedule an appointment)
     3. Addison (331) 221-0570 (press 2 to schedule an appointment)
     4. Elmhurst (331) 221-0570 (press 2 to schedule an appointment)
     5. Plainfield (630) 527-7299 (press 2 to schedule an appointment)

8. **CPR Certification** – Submit **American Heart Association - BLS** CPR Certification to your **DISA Healthcare/myCB** document manager
   Course Options:
   - Go to AHA (click here -Find an AHA BLS provider course near you)
     OR
   - https://downersgrovecpr.enrollware.com/schedule#ct253839

9. **Health Insurance:** Submit to **DISA Healthcare/myCB – Medical Document Manager**
   Students are expected to provide proof of a **Comprehensive Health Insurance Plan** prior to the start of the program. The comprehensive health insurance plan must cover you **throughout the length of your clinical experience**, which in most cases, consists of the entire length of the program. If you are in need of Health Insurance, please see important dates below and visit https://cod.studentbenefitplans.com/bpg-insurance-individual/.

IMPORTANT DATES:
November 1st – January 15th- Open Enrollment (estimated date range & subject to change)

If you miss open enrollment but have a qualifying life event, you can apply during a Special Enrollment Period.

- If you had a "**Life Event" change**, then you may qualify for a Special Enrollment Period (SEP). Please visit https://getcovered.illinois.gov/get-started/specialenrollment/qualifying-life-events.html to view list of "Life Events" to see if you qualify. Again, please research this NOW. Please contact Debra Gaetano at 877-247-8817 for assistance navigating this option.

- 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, therefore, you need to start this process **ASAP.** We want you to be aware that you must be approved by Medicaid prior to your clinical start date in order to remain in the program.

10. **Medical Document Manager** through DISA Healthcare/myCB involves:
    1. Uploading CPR certification
    2. Uploading Insurance
    3. Uploading Flu Vaccine
    4. Signing Policy forms
    5. Uploading the Edward Health Clearance Form

11. When all DISA Healthcare/myCB items show 'complete', you will receive registration instructions from surgicalassistant@cod.edu.

12. Drug Test – **Do NOT begin until instructed.** This will be completed AFTER registration and prior to course starts through Castle Branch**. The drug test must be 'cleared' prior to course start in order to proceed in the course.**

IMPORTANT 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.

13. The **Registration Deadline** for this program is **July 1, 2027, at 5pm**. Once you have completed the steps above, you will be notified via email that you have permission to register. Please continue to monitor your email for instructions.

14. Once given permission to register, please call the Registration Office at (630) 942-2237 and register for the Surgical First Assistant Fall 2025 courses:
    - CSFA 2501-NET01
    - CSFA 2502-NET01

You must wait until you are officially "cleared" by the Division before you are eligible to register. Acceptance into the program is tentative, until a clinical site and contract have been secured.

All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.