Surgical Technology
Accelerated Alternate Delivery (AAD) Program
(For all students in the program January 2015 or later)

General Information
The Accelerated Alternate Delivery (AAD) Pathway in Surgical Technology was developed to assist currently practicing non-certified surgical technologists to obtain the educational background required to be eligible to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certifying exam.

Surgical technologists interested in this program must fit into one of two groups:
1. Formally trained surgical technologists who completed their education from a non-Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited program in surgical technology;
or
2. On the job trained surgical technologists who have completed 120 cases as a surgical technologist.

The AAD program in Surgical Technology is a 47-credit program. Up to twenty-five of those credits may be granted by documented work experience in the field. The remaining twenty-two credits represent seven courses to be taken through New England Institute of Technology’s online distance education program.

Successful completion of all AAD requirements establishes eligible-to-test status to the completer for the National Board of Surgical Technology and Surgical Assisting Certified Surgical Technologist (CST) certifying exam. The Surgical Technology program of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Questions and Answers
1. Where do my classes meet?
Since the ST AAD program is online, there are no times when students are required to meet in a traditional on-campus classroom. At a minimum, you will need to log on weekly for your assignments. Faculty may schedule (at their discretion) online discussions or other activities through the online learning software that may require you to attend class at a specific time. These sessions may be recorded for students to access at a later time. However, most online work is expected to be completed based on the student's schedule within the context of the course requirements.

2. I’m not familiar with online courses. What do I need to know?
You’ll need basic familiarity with your computer. For example: emailing, using the Web, and downloading and attaching documents. No special equipment is required – just a modern Windows or Mac computer, an “office suite” such as Microsoft Office, and a broadband internet connection.

New England Tech online courses are designed to help acclimate you to the technology, and build your skills and your confidence as you go. We offer support 24 x 7 via phone, email or chat to help you with computer or online system issues. Tablet computers can be useful for doing course readings, watching course videos, and catching up on course discussions. But a tablet will not be sufficient for doing all your course work – be sure you have regular access to a real laptop or desktop.

Online students must be capable of installing and maintaining their own computer’s hardware and software. New England Tech does not assist students with the setup of their computers. Information about Obtaining software (if required) will be made available to you at the start of each course.

3. Do I need special computer skills in order to take an online course?
You will need to be able to comfortably navigate the Internet, use email, attach documents to email, install software and hardware on your home computer at a basic level.

4. How can I get help for my coursework when I need it?
There are several ways that you can get the help you need with your coursework. First, your instructor will be available to you through email, chat and the phone and NEIT’s Academic Skills Center will be available via email and phone.

5. How much time should I expect to dedicate to an online course?
New England Tech’s policy regarding the amount of work expected of a student is similar to all other colleges and universities. The number of credit hours assigned to coursework is related to the academic time a student is expected to spend in direct faculty instruction and out-of-class work, and reasonably approximates one hour of classroom or direct faculty...
instruction and a minimum of two hours of out-of-class student work each week for approximately ten weeks for one hour of credit; or at least an equivalent amount of work for other academic activities as established by New England Tech including studying and exam preparation time, leading to the award of credit hours. Since this is an online course and there is no “class time or direct instruction” you should estimate that you will spend three hours each week for each credit.

6. Where do I go for help with technical issues?
The Response Desk at NEIT is available through email and the phone. Please understand the Response Desk can only assist you with access to your online account. The Response Desk cannot help you with any software or hardware issues with your personal computer. Canvas, NEIT’s online learning management system, offers 24 x 7 support via phone, email or chat for anything related to Canvas.

7. How do I acquire textbooks?
Students may purchase their textbooks either through the NEIT Bookstore or through online merchants. Textbook information for all courses is available through the NEIT Bookstore prior to the start of each academic term. Please be sure that you order the correct edition.

8. Are there attendance and participation requirements?
Yes. Each week you will be required to participate in various activities such as discussion boards or other assignments for each course. This participation will be the basis of attendance.

9. How is taking an online course different from an on-campus course?
Online courses offer you flexibility in the scheduling of your class and study time. However, online courses also require self-discipline and self-motivation to do the work that is expected of the course. Since there will be no “lecture” time and no traditional class time to attend, you will need to dedicate an appropriate amount of time to review the course content on the Canvas learning management system, complete the readings, participate in the online discussion forums, and complete other assignments.

Instead of meeting at a fixed time and location, your online course will run on a weekly schedule starting on a Monday and ending on a Sunday evening. Generally there are no set meeting times during which the entire class meets. Additionally, there may be some assignments when specific due dates must be met.

10. Do online courses take more time than on-campus courses?
No. Online courses require the same amount of work as an on-campus course. However, the time you spend in an online course will be different than in an on-campus course. For example, more time may be spent on reading and completing the assignments and responding to electronic posts from both the instructor and other students and less time will be spent on driving to and from campus and no time will be spent in a traditional classroom. All courses must be completed in 10 weeks. Each course mirrors the course taught in-class at New England Institute of Technology.

11. What are the withdrawal policies?
- Students who withdraw from NEIT must notify the Registrar’s Office, in writing.
- Absence from class does not constitute withdrawal.
- All refunds of tuition, registration, administrative, student, and lab fees are calculated on an academic quarter basis.
- Written notification received by the Registrar:
  - In the first week* of class will result in a refund of 75% of the quarter’s tuition and fees.
  - In the second week of class will result in a refund of 50% of the quarter’s tuition and fees.
  - In the third week of class will result in a refund of 25% of the quarter’s tuition and fees.
  - After the third week of class, will result in no refund.

(*Note: A week is an academic week, which begins on Sunday and ends on Saturday. An academic quarter is comprised of ten (10) weeks.)

Drop Policy
Dropping a course is a two-step process:
  Step One: Students must contact their Student Advisor for approval to drop any course.
  Step Two: Students must complete the drop procedure by either presenting written authorization from the Student Advisor to the Registrar’s Office or by completing the electronic drop process outlined by their Student Advisor. The Registrar’s Office will only complete the requested drop upon receipt of their Student Advisor’s approval.
Students who have never attended a course and drop the course prior to noon on Saturday of the second week of the quarter will have the record of their registration in that course removed. No reference will appear on their college transcript.

To avoid receiving a failing grade, students must drop courses within the first five weeks of the quarter. The deadline to drop a course is Friday of the fifth week of the quarter.

Students who cease attending a specific course, but fail to complete the two-step drop process outlined above, will receive a grade based upon the evaluation criteria outlined in the course syllabus.

12. How do I access my courses?
Upon acceptance into the program you will be provided with the user name and password that allows you to access to your courses. All courses can be accessed via the link for Canvas, NEIT’s online course management system, at https://students.neit.edu – you will log into your course(s) via the Internet. And, since this is an asynchronous learning environment, you will have access to your coursework whenever it is convenient for you – 24 hours a day, seven days a week. We have created this sort of environment because classmates are often in different time zones, thereby making it impossible for everyone to “attend” class at the same time.

13. Who will be my instructors?
NEIT will assign instructors to the courses. All instructors have experience in designing and teaching online courses. The instructor for the course that you register for will teach, assign homework and determine your grade based on the work that you submit. Through chat rooms and message boards, students and instructors interact in posting assignments, responding to questions, and learning about the subject and each other.

14. Will I need to travel to a testing center to take any quizzes or exams?
All NEIT quizzes and exams are taken via Canvas, NEIT’s online course management system. For pre-determined NEIT assessments/exams the student is required to recruit the services of a proctor who agrees to receive your assessment/exam materials from NEIT and to administer the assessment/exam to you in a suitable environment. Your instructor will provide you with further information about this process.

Please note that the Certified Surgical Technologist (CST®) exam must be taken at a testing center approved by NBSTSA. All students are required to take the CST certifying exam, which will involve scheduling with and traveling to the authorized testing center. This process will be coordinated by NEIT’s Account Executive, in collaboration with the AAD completer. The student is responsible for all costs related to the CST certifying exam. Taking the CST exam is a requirement for completion of the AAD program.

15. Is there a limit to the number of students who can enroll in each course?
Class sections are limited to 30. Each student will receive personalized attention.

16. I have not earned my high school diploma or GED; can I enroll in the AAD program?
AAD requires applicants to have a high school diploma or GED for entrance into the technology.

17. How long should it take me to complete my program?
To complete the AAD program requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum as they are offered. The typical AAD completion time is 12 to 18 months.

18. Is there a time limit when I need to complete the program?
Each student can take as long as 4 years from the time of enrollment to complete the AAD program.

19. What does my program cost?
The cost of your program will be as outlined by NEIT’s Account Executive.

20. Will this program prepare me for a national certification exam?
Yes. The National Board of Surgical Technology and Surgical Assisting (NBSTSA) offers a certification exam. You must complete the entire course of study before you become eligible to sit for this exam.

21. Is NEIT accredited?
NEIT is accredited by the New England Association of Schools & Colleges (NEASC). The Surgical Technology program of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

22. Can I transfer the credits that I earn at NEIT to another college?
The transferability of a course is always up to the institution to which the student is transferring.

23. Can I transfer credit that I have earned from another college?
You may transfer credit from another accredited college recognized by NEIT for the courses that are outlined in the curriculum.

24. Do I need to maintain a certain grade point average?
Yes. You are required to attain a C+ (77) or higher in each of your technical core subjects -- (BIO and ST) in order to pass the course.

25. Am I required to document my prior work or clinical duties as a first or second scrub?
Yes, at least 120 surgical procedures with (a minimum of) 80 procedures in the First Scrub role and a combination of 40 procedures in the First or Second Scrub role as stipulated by the Core Curriculum for Surgical Technology, 6th edition, are required to be documented in the Surgical Procedure Log Book.

The Surgical Procedure Log Book contains directions for verifying surgical procedures and is downloadable as a .pdf file from the Surgical Technology Online web site.

26. Are there any other entry requirements for the program?
A candidate for admission to the AAD program must submit or complete the following:
- Must complete an application.
- Must pass the online reading and writing skills assessment placement exam.
- Must pass a pre-assessment exam that is related to the field of surgical technology.
- Must provide documented employment and surgical experience verification.
- Must provide two letters of professional recommendation on letterhead.

Printed Student’s Name

Signature ________________________________ Date ________________________________