



# AST & NBSTSA Updates

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AST Educators Conference

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Tempe, AZ

# AST Galaxy Program

- **Question:** Did 75% of your students' become members of AST during the school year?
- **Answer:** Yes

YOUR PROGRAM QUALIFIES

# AST Galaxy Program

- Recognizing Surgical Technology programs
- Students must be enrolled in accredited program. (Check with ARC/STSA for four-digit code)
- 75% of students join AST
- Galaxy program runs annually from January to January of the following year
- Application found on AST website by clicking Educators/ Galaxy Program



## Galaxy Program Application

Association of Surgical Technologists • [www.ast.org](http://www.ast.org)  
6 West Dry Creek Circle • Suite 200 • Littleton, CO 80120-8031  
Phone: 800.637.7433, option 3 • Fax: 303.694.9169 • [galaxy@ast.org](mailto:galaxy@ast.org)

**PROGRAM DIRECTORS:** To receive Galaxy Program recognition for your program this application must be completed in its entirety and submitted to AST after your students have become AST members. We appreciate all you do to promote AST and the profession of surgical technology.

SCHOOL NAME (complete name) \_\_\_\_\_

CAMPUS \_\_\_\_\_

ADDRESS (complete) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SCHOOL CODE (used for students to take the NBSTSA's CST exam) \_\_\_\_\_

NAME OF PROGRAM DIRECTOR SUBMITTING THIS FORM \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

REWARD TO BE SENT TO ANOTHER EDUCATOR?  Yes  No

SEND TO:

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

### COMPLETE BELOW PER CLASS

\_\_\_\_\_ Total number of students in class

\_\_\_\_\_ Total number of students joined AST

\_\_\_\_\_ Year students joined AST

\_\_\_/\_\_\_ Class Graduation Date (indicate month & year)

### GALAXY REWARDS PROGRAM RECOGNITION

The AST Galaxy is an award to recognize surgical technology programs that promote their students' future success in the field by encouraging membership in their national professional organization—The Association of Surgical Technologists. Galaxy programs receive special recognition at our national conference, in *The Surgical Technologist* journal, and in the *Instructors Newsletter*. Your program will receive a certificate of recognition. Plus, you will have the satisfaction of knowing that your graduates started their career with the best resources at their disposal, thereby multiplying their chances of success.

**ELIGIBILITY** Students must be currently enrolled in an accredited program and is based on the assigned ARC/STSA program code. The four-digit code is available at [www.arcstsa.org](http://www.arcstsa.org) or 303.694.9262.

**QUALIFICATIONS** At least 75% of your students join AST within a given calendar year is required. If your program graduates multiple classes annually, AST will average the individual classes over the year.

**PROGRAM YEAR** The AST Galaxy program runs annually from January through January each year. Students must become new members of AST during the given year and no later than January 31 to qualify for the Galaxy award.

**REWARDS** AST will place your program into a drawing to win an Educator's Conference package that includes three nights hotel, economy round trip airfare, and registration for the following year Educators Conference.

# Entered into the *Galaxy Program Drawing*



**ENTER TO WIN**

## 3 Galaxy winners will receive:

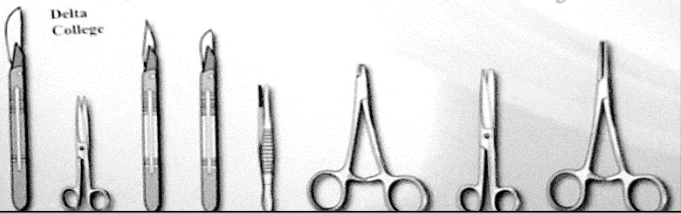
- Paid registration to attend AST's Educators Conference
- Round trip airfare
- 3 nights hotel



# 2014 Galaxy Programs

Aiken Technical College  
 A.I. Prines CTHSS  
 Albany Technical College  
 Amarillo College  
 American Career College  
 Angelina College  
 Asheville Buncombe Technical College  
 Ashland Community & Techn. College  
 Augusta Technical College  
 Baker College of Allen Park  
 Bismarck State College  
 Bluegrass Community & Techn. College  
 Bossier Parish Community College  
 Bridgeport Hospital School of Nursing  
 Brown Mackie College- Cincinnati  
 Brown Mackie College- Findlay  
 Brown Mackie College- Fort Wayne  
 Brown Mackie College- North Canton  
 Brown Mackie College- N. Kentucky  
 Bunker Hill Community College  
 Cabarrus College of Health Sciences  
 Career Technical College  
 Central Georgia Technical College  
 Cherokee Nation W.W. Hasting  
 Clover Park Technical College  
 Community Care College  
 Concorde Career Institute- Jacksonville  
 Concorde Career Institute- Miramer  
 Concorde Career Institute- Orlando  
 Concorde Career College- San Antonio  
 Coastal Georgia Technical College  
 Daytona State College  
 Delaware Technical Community College  
 D. G. Erwin Technical Center  
 Eastern Idaho Technical College  
 Eastwick College

East Valley Institute of Technology  
 Edgecombe Community College  
 Fayetteville Techn. Community College  
 Foothills Surgical Technical  
 Fortis Institute - Cookeville  
 Glendale Career College  
 Great Plains Technology Center  
 Greenville Technical College  
 Gulf Coast Surgical Technology  
 Gwinnett Technical College  
 Harrisburg Area Community College  
 Henry Ford Community College  
 Hinds Community College  
 Huntsville Hospital School  
 Hutchinson Community College  
 Indiana University Health Methodist Hospital  
 Itawamba Community College  
 Ivy Tech Community College - Indianapolis  
 Ivy Tech Community College- Lafayette  
 John Wood Community College  
 Kingsborough Community College  
 Lamar State College- Port Arthur  
 Lenoir Community College  
 Lincoln Land Community College  
 Lincoln Technical Institute- Fern Park  
 Long Island University  
 Lord Fairfax Community College  
 Macomb Community College  
 Madisonville Community College  
 Meridian Institute of Surgical Assisting  
 Miami Jacobs Career College- Dayton  
 Miami Jacobs Career College- Sharonville  
 Midlands Technical College



## AST Honors Your Program

- Receive Galaxy certificate and honor cord
- Special recognition at AST's National Conference
- Listed in *The Surgical Technologist*, June Edition
- Instructors Newsletter
- ASTSA Newsletter

# Gold Student Exam Bundle

*{AST Membership - Study Guide - National Certification Exam}*

## Benefits of the AST Gold Student Exam Bundle

- Keeps students organized while preparing for exam
  - Class choice of printed or online study guide
    - Login access to the AST website
- 12 month subscription of *The Surgical Technologist*



# Student Application

Association of Surgical Technologists  
6 West Dry Creek Circle • Suite 200 • Littleton, CO 80120-8031  
Phone: 800.637.7433 • Fax: 303.694.9169 • [www.ast.org](http://www.ast.org)

Printed/Online

Student's Info

Payment

Please check the appropriate choice for membership dues or bundle.

- STUDENT MEMBERSHIP • \$45**  
Requirement: Currently enrolled in a surgical technology program.
- GOLD STUDENT PRINTED EXAM BUNDLE • \$247\*\***
- GOLD STUDENT ONLINE EXAM BUNDLE • \$240\*\***

\*\*\* If applying with a group gold bundle - only **ONE** type of bundle (printed or online) is permitted for the whole group.

### COMPARE THE SAVINGS ON GOLD EXAM BUNDLE!

	Nonmember	Gold Student	Online
AST Membership	N/A	\$35	\$35
Exam Study Guide	\$65	\$45	\$45
Exam Application	\$290	\$180	\$180
S&H	\$7	\$7	
<b>TOTAL</b>	<b>\$362</b>	<b>\$247</b>	<b>\$240</b>

\*\* To qualify students must be currently enrolled in a CAQHEP or ABHES-accredited surgical technology program. The Gold bundles are for first time certification only. If your program director does not have an ARC Program Code, your program is not approved/accredited/in candidacy, and you do not qualify for the discounted student exam bundles.

#### STUDENT INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Phone (include area code) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 State Assembly (If applicable indicate preferred State Assembly if different from state address listed) \_\_\_\_\_

#### SCHOOL INFORMATION

Complete Institution/School Name—do not abbreviate:  
 \_\_\_\_\_  
 ARC Program Code: \_\_\_\_\_ Instructor's Email: \_\_\_\_\_  
 Instructor's Last Name: \_\_\_\_\_

#### PAYMENT METHODS

Due to nonsufficient funds personal checks are **NOT** accepted. Payments must be submitted by money order, cashier's check, institutional check, Visa, MasterCard, or AMEX. **Due to PCI compliance, AST CANNOT accept credit card payment information by fax or email, you can mail or call in your credit card information.** Make checks payable to AST. Dues are not refundable and membership is not transferable. A portion of your dues are allocated to the state assembly of your choice.

- Individual Payment—Credit Card Payment Enclosed
- Individual Payment—Cashier's Check or Money Order Enclosed
- Group Payment—Credit Card Payment Enclosed
- Group Payment—Institutional Check, Cashier's Check or Money Order Enclosed

Card # \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

- Check here if you **do not** wish to receive email notification in addition to your regular postal notifications.
- AST shares mailing information with a very limited number of organizations which provide membership with liability coverage and other services at a discounted rate as a benefit of membership. Check here if you **do not** wish to receive information.

Join AST Today!



Print and mail your application with payment to  
AST • 6 West Dry Creek Circle • Suite 200 • Littleton, CO 80120

# Frequently asked questions and answers:

- What if a student is already a member of AST before purchasing gold bundle?
- What happens if a student drops?
- Can a student still sit for the exam, but purchase the gold bundle separately?
- How long is gold bundle processing and shipping?





# NBSTSA

- Welcome!
- About the NBSTSA

# WBT Becomes OCE

- As of January 1<sup>st</sup>, 2019, our Board of Directors decided that the WBT department will be renamed **On-Campus Examination (OCE)**, in an effort to help distinguish between the pre-graduate and post-graduate departments. CBT has also been updated to **Testing Center Examination (TCE)**.
- **We are still getting this language updated on the website and all applicable forms.**



# Today's Agenda

- OCE – The Process
- New Passing Scores
- Examination Development and Content Information
- School Portals
- Studying Tools

# On-Campus Examination (OCE) How to Become a Testing Center

- Complete the Examination Administrator Request Form and submit to PSI prior to scheduled testing. Submission of this form does not schedule the examination.
- This form is necessary to establish IT capability at your institution, as well as set up appropriate institutional proctors.
- Proctors cannot be surgical technology or allied health staff instructors (administrative assistants are fine.)
- Submit this form whenever you need to change proctors, otherwise it is only necessary when establishing your location as a testing center.

# On-Campus Examination Policies and Procedures

- OCE is available to all NBSTSA recognized Surgical Technology and Surgical Assisting programs across the United States.
- OCE is for currently enrolled students in the participating program.
- Candidate groups must test by OCE no more than 30 days prior to or 30 days post graduation.
- Complete graduating groups must participate; partial groups are not permitted.
- Partial candidate groups must utilize the PSI Testing Center Examination (TCE) network post-graduation.

# On-Campus Examination (OCE) Policies and Procedures

- All candidate examination applications, WBT request form, typed roster, and payment must be received by the NBSTSA office at least 45 days prior to the requested date.
- Inability to provide all necessary documentation may necessitate changing the originally requested test date.
- To remove a candidate, an email must be received by the NBSTSA at least three (3) business days prior to the examination with the student's name, the examination date, and the reason why the student will not be testing. Acceptable reasons to remove a student are a family or medical emergency, withdrawal from the program, or a postponement of graduation.

# Graduation Proof

- NBSTSA cannot release results until proper graduation proof is submitted.
- Transcripts (with grad date and degree awarded)
- Copy of Certificate/Diploma
- Notarized Letter from PD
  - Dated (on or after grad date)
  - On school letterhead
  - List names of graduates
  - Specific date of graduation
  - Signed

# On-Campus Examination (OCE) Forms & Resources

## On-Campus Guide

Provides policies and procedures for on-campus testing

## Testing Schedule

For educators to use to keep track of deadlines

## OCE Request Form

Submitted for each exam, along with a roster, to schedule the exam date

## Credit Card Charge Request Form

Used when school is paying for the entire class with one credit card and did not purchase bundles from AST.

## CST or CSFA Examination Application

Each student fills out his or her own application (these are **in addition to** any gold bundle applications that may have already been submitted.)



# Pre-Grad Off-Campus Testing

- Pre-grad off-campus testing is available to all NBSTSA recognized surgical technology and surgical assisting programs across the United States that offer a distance learning program.
- School will submit a letter listing the students expected to graduate with their expected graduation date.
- Students must submit their individual exam applications with payment (normal processing time is 2-4 weeks).
- Authorization to Test (ATT) letters will be emailed to the school or mailed to the candidate, depending on the preference of the Program Director.
- Graduation verification must be received by the NBSTSA within 60 days of the examination date for results to be released.

# Change in Passing Scores

- As of January 1<sup>st</sup>, 2019, the amount of CST and CSFA exam questions were reduced to 175 from 200, with 25 of those being test questions that count neither for or against the candidate.
- 150 scored questions, a passing score for CST is 109 (73%) and for CSFA is 105 (70%)




# Preparation: Studying Tools

- Content Outline
- Study Evaluation
- Mobile App
- Practice Exams

# PSI/AMP School Portals

- Enables educators to run their own reports of student examination results.
- Available through PSI website, [www.goamp.com](http://www.goamp.com)
- Need a login? Forget your old one? Email [portalsupport@psionline.com](mailto:portalsupport@psionline.com) to get it reset or have a new one generated.
- Report data available to educators on two types of reports:
  - Content results by school
  - School performance report



# School Portals: Content Results by School

- Report can be drawn on a specific date range
- Individual student performance
- All major/minor content areas are reported
- Designates first time and repeater candidates



# School Portals: School Performance Report

- Report can be drawn for specific date range.
- All candidate summary (by major and minor content area categories)
- First time candidate summary
- Repeat candidate summary
- National mean summary