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Program Overview	
Course Type	Web-Enhanced*
Duration	5 months
Program Hours / CEUs	160 Hours (16.0 CEUs)
Tuition	\$2,234
Program Dates	TBD
Program Schedule	Mondays and Wednesdays, 6:00 PM – 8:00 PM
Externships Schedule	Monday to Friday, 8:00 AM – 5:00 PM
Application Deadline	TBD
Certification	Students who successfully complete the program will receive a Certificate of Completion and be eligible to apply for certification through the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)

** This is an in-person course that uses an online platform (D2L) for assignments or supplemental materials. Reliable access to the internet and a computer is required.*

Requirements Overview

To apply, students must meet the following requirements:

General Requirements

- A high school diploma, GED, or equivalent
- 18 years of age or older
- A valid driver's license or state-issued ID
- A Social Security number and the ability to provide proof of it upon request

Background Check Requirements

- **Must pass a criminal background check with no infractions** that would prohibit employment
- Clinical sites may have additional requirements, including **fingerprinting**

Clinical Compliance Requirements

- Must **upload documentation of all clinical requirements** in Complio
- All **documentation must be approved** in Complio
- Please refer to [Page 4](#) on what must be submitted

Post-Acceptance Requirements

After being accepted into the program, you must:

- Pass a drug test

You will receive further instructions on how to complete your drug test 30 days before your clinical start date. Please do not order the drug test without prompt.

How to Apply

Please review this packet in its entirety to understand all program requirements before submitting your application. This is a non-credit program, and federal financial aid, including the Pell Grant, does not apply. See [Page 7](#) for payment options.

1. Complete the WCE Short Form

All students must complete the WCE Short Form, even if they have previously attended a WCE course or are a current Temple College student. This is the first required step in the application process and cannot be skipped.

- Go to tinyurl.com/wce-short-form
- Complete and submit the form.

2. Prepare All Required Documents

- Refer to [Page 4](#) for a **list of all required documents**. Ensure all documents are complete and up to date. If any are missing or expired, update or obtain them before proceeding.
- Health records must show your name, date of birth, and the administering provider.

3. Purchase Screening Package (Background Check and Document Tracker)

Once all required documents are gathered, purchase the screening package.

- Go to templecollegecompliance.com
- Follow the steps outlined on the page to purchase the screening package.

4. Upload All Required Documents

- Upload all the required documents to your document tracker in Complio.
- Once all documents are approved, proceed to the next step.

5. Submit the Application by TBD

- Go to tinyurl.com/fall-2025-spd
- Complete and submit the application

(Optional Step) Obtain Your BLS Certification

If you need the American Heart Association BLS Certificate, you can register for a course here: tinyurl.com/wce-bls. If the available dates don't work for you, visit templecpr.com for other options. **Note:** If you are a **DYD Scholarship recipient**, do not register for the BLS course through these links.

Clinical Requirements Checklist

Important Compliance Deadlines:

- If you have not received the Hepatitis B vaccine or cannot provide proof, request the **Heplisav-B** series (a two-dose series, completed in one month). The first dose must be administered by **TBD**. **Note:** If you receive the three-dose series, you will not be eligible for this cohort, as it takes six months to complete.
- The **Tdap**, **Influenza (Flu)** vaccines, **TB test**, and **BLS Certification** must remain valid throughout the program.
- If you need the **Varicella** or **MMR** vaccines (two-dose series), start the first dose no later than **TBD**.

MMR (Measles, Mumps, Rubella) – Provide <u>only one</u> of the following options:	
Option	Uploaded and Approved
Two MMR doses	
Positive quantitative titer	
Two Measles, two Mumps, one Rubella dose	
Varicella (Chickenpox) – Provide <u>only one</u> of the following options:	
Option	Uploaded and Approved
Two Varicella doses	
Positive quantitative titer	
Verification of past disease from a medical provider	
Hepatitis B – Provide <u>only one</u> of the following options:	
Option	Uploaded and Approved
Two Heplisav-B doses	
Positive quantitative titer	
Three Engerix, Recombivax HB, or Twinrix doses	

Tdap (Tetanus, Diphtheria, Pertussis)	
Option	Uploaded and Approved
One Tdap dose within the past 10 years	
Current Season's Influenza (Flu)	
Option	Uploaded and Approved
One Influenza dose	
Negative TB (Tuberculosis) Test – Provide <u>only one</u> of the following options:	
Option	Uploaded and Approved
TB skin test within the past year	
QuantiFERON TB Gold test within the past year	
T-Spot test within the past year	
Current Season's COVID-19 Vaccine	
Option	Uploaded and Approved
Current season's COVID-19 vaccine	
Proof of Education – Provide <u>only one</u> of the following options:	
Option	Uploaded and Approved
High school diploma or equivalent	
GED	
College transcripts	
Valid Identification – Provide <u>only one</u> of the following options:	
Option	Uploaded and Approved
Driver's License	
State ID	

Valid American Heart Association Basic Life Support (BLS) Certification	
Option	Uploaded and Approved
Course Completion Card	

Tuition and Financial Assistance

Tuition:

\$2234 (includes textbook, certification exam, and drug test)

Additional Costs:

- Dark grey scrubs
- Document tracker and background check
- AHA BLS Certification course

Financial Assistance:

- **Payment Plan:** \$2264 total (includes tuition and one-time fee)

Payment Plan Schedule

- **Due at Registration:** \$588.50
- **1st, 2nd, and 3rd Month After Registration:** \$558.50

Your tuition must be paid in full at least two weeks before the program ends to receive the exam voucher and Certificate of Completion.

Note: Payment plans must be set up online. Cash payments are not accepted. Fees apply for credit/debit card payments. Checking/routing information is preferred.

- **DYD Scholarship (Bell County Residents):** Covers 100% of the tuition and BLS fee for eligible students. Students must attend Adult Education and Literacy (AEL) courses along with WCE courses. Contact 254.298.8626 for more information.
- **Workforce Solutions:** Eligible students may qualify for the Education and Training Grant. More info: workforcesolutionsctx.com/training-and-education
- **VA Education Benefits:** Students may use GI Bill, Chapter 35, or Hazlewood benefits to pay for the tuition. Chapter 35 students must enroll in a payment plan and pay the initial payment. Contact 254.298.8311 or va@templecollege.edu for more information.
- **Tuition Waivers:** Students may use any tuition waiver or exemption provided by the State of Texas, as long as the WCE program qualifies. Contact 254.298.8335 for more details and confirmation.

Program Timeline

1. Notification of Acceptance

You will receive an official acceptance email within a week of submitting your application, provided all requirements are completed and spots are available. The email will include payment instructions and orientation details.

2. Orientation

Your program has a mandatory orientation. The orientation will typically cover:

- Program expectations
- Course schedules
- Issuance of textbooks
- Q&A with the instructor, clinical coordinator, and/or WCE staff

3. Prepare for Class

Before your program begins, ensure you are able to log into the following:

- Your Temple College Student Email
- Your Online Learning Platform (D2L)

4. Clinicals

Students who are eligible for clinicals are required to complete a drug test at least 14 days before clinicals begin. We will issue the drug test order. You will receive more information closer to the clinical start date.

5. Program Completion

Students who successfully complete the program will receive a Certificate of Completion and become eligible to sit for your program's certification exam or start the licensure process for your program.

- **Important:** If your account has an outstanding balance, the Certificate of Completion and any applicable exam vouchers will not be issued until the balance is paid in full.
- You will receive more details about your exam or licensure process towards the end of the program.

Additional Program Information

Description

Sterile Processing and Distribution Technicians or Medical Equipment Preparers are integral members of the healthcare team responsible for sterilizing, organizing, and distributing medical equipment, instruments, supplies, and products used in patient care and treatment. Our Sterile Processing and Distribution Technician course will prepare you for entry-level positions in the hospital and clinic's sterile processing and distribution departments. You will learn the theory and practical application of medical terminology, human anatomy and physiology, microbiology, infection control processes, laboratory knowledge, and skills in instrumentation, supplies, and processing techniques. This course meets for 80 hours of in-person instruction. Students may be eligible to complete an off-site externship of 80 hours, Monday to Friday 8am to 5pm.

Upon successful completion, graduates will receive a certificate of completion and become eligible to apply for certification through the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)

Course Objectives

- Recognize/demonstrate the use of sterilization process monitors, including temperature and frequency of appropriate chemical indicators and bacterial spore tests for all sterilizers.
- Explain the processes and steps of decontamination.
- List the assembly and packaging systems and discuss their advantages and disadvantages.
- Explain the processes and steps of sterilization.
- Correlate the importance of quality control.
- Identify factors affecting "shelf life" and sterility maintenance.
- Correlate the means of preventing safety hazards.
- Acknowledge the agencies involved with the development of standards and their application to sterile processing.
- Identify basic surgical instrumentation, their anatomy, as well as care and handling of.
- Recognize basic principles of infection control/microbiology.
- Interpret and apply medical terminology and anatomical terms as they relate to equipment and supplies issued by central service personnel.
- Develop a basic understanding of the structure and function of the body systems.
- Identify professional standards and ethical considerations that guide sterile processing practices

Course Codes

- **SRGT 1091 Special Topics in Surgical/OR Technician:** 80 contact hours (8.0 CEUs)
- **SRGT 1060 Clinical – Surgical Technology/Technologist:** 80 contact hours (8.0 CEUs)

Attendance Policy

The Sterile Processing Technician program requires 85% attendance to successfully complete. Attendance will be taken at each meeting.

Student Handbook

The Medical Careers Student Handbook outlines important program policies. We encourage you to read the handbook before applying. Visit tinyurl.com/medical-careers-handbook to view it.

Contact Us

For any questions or assistance, please contact the **Workforce and Continuing Education (WCE)** Department.

Email: wce@templecollege.edu

Phone: 254.298.8625

Office Hours:

- **Spring and Fall**
Monday to Thursday, 8:00 AM to 6:00 PM
Friday, 8:00 AM to 12:00 PM
- **Summer**
Monday to Thursday, 7:30 AM to 6:00 PM

Information in this packet may change.
Scan the QR code for the most up-to-date version
or visit tinyurl.com/wce-spdt

