

Petition Guidelines for Surgical Technology Program

PETITION PERIOD: February 3 - 7, 2025, for Fall Semester 2025 Admission to

SURGICAL TECHNOLOGY PROGRAM PETITION REQUIREMENTS

To be eligible to petition the program for entry, you **must** apply to the college, meet all program-specific eligibility requirements, and attend a Surgical Technology Program petition meeting for the current petition period.

Required Courses – must be completed with a grade of “C” or better before petitioning and **within five (5)* years of petitioning into the Surgical Technology program.**

- Medical Terminology (501-101)*
- General A&P (806-177)*
- Written Communications (801-195) OR English Composition 1 (801-136)

Admission Testing - TEAS for Allied Health Students: Information regarding the TEAS for Allied Health students test scheduling and administration is found on BTC’s Admission Testing page. You may submit your highest test score if multiple attempts have been made. NOTE: If your admissions test was NOT taken through BTC, a transcript must be sent to the BTC testing center before the close of the petition period. The transcript may be emailed to: testingcenter@blackhawk.edu.

PETITION PROCESS

After meeting the minimum requirements, you are eligible to petition. The online petition link will only be active during the specified petition period and must be completed in one sitting. You are responsible for submitting the online petition form during the specified petition period to be considered for entry into the clinical program. **This guide is for STUDENT USE ONLY to help ensure that petitioners have collected all necessary information and to allow petitioners to track points earned.**

As program entry is granted to only a designated number of students, petitioners are awarded points based on academic and other factors. These are outlined below. More information will be available at the informational petition meetings. *Please note: Continuous enrollment is optional to maintain a current application.*

Surgical Technology PROGRAM PETITION APPLICATION

Only students who have **completed the application process** and **meet all program-ready requirements** are eligible to petition. **All online petitions must be submitted by 4:00 pm on the last day of the petition period, as the link will deactivate promptly at 4:00 pm.**



Please complete all applicable sections of the petition to avoid an invalid petition.

STUDENT INFORMATION

Student Name	BTC Student ID#	Date Attended Surgical Technology Petition Meeting:
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You will be asked to read and initial the following statements:

- I have verified that Blackhawk Technical College (BTC) has my current mailing address on file.
- If I am selected and choose not to begin the core clinical courses, I must petition again.
- If I am selected as an “alternate,” I may be contacted as late as one month before the core courses start. I must petition again if I choose not to begin the core clinical courses.
- I understand a background check and possible drug screen will be conducted, and the results may interfere with my ability to complete the program.
- I understand that program requirements for future petition periods may have different selection criteria. I must meet those new requirements if I am not selected in this current petition period or after that.
- I understand that a petition meeting must be attended every year that I petition. Failure to attend a petition meeting every year before petitioning will make my application incomplete and void.
- I understand that my transcripts will be reviewed as part of the petition process. Any relevant transfer coursework **must** be documented on the BTC transcript at the time of the petition to be considered valid. *Failure to provide BTC transcripts will result in an invalid petition.*
- I understand that providing false information or failing to complete the petition survey entirely *will result in an invalid petition.*

**Blackhawk Technical College • (608) 758-6900 • WI Relay: 711 • info@blackhawk.edu
blackhawk.edu • 6004 S County Road G, PO Box 5009, Janesville, WI 53547-5009**

Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator/Equal Opportunity Officer, 6004 S County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711.

I. COURSEWORK (100 total possible points)

For each course, indicate where the course was completed, and the grade achieved.

Required Prerequisite General Education Courses – these courses must be completed before petitioning. Points will be awarded based on the grade achieved as follows **(Points are doubled for General A&P)**:

A = 20 points, AB (A-/B+) = 16 points, B = 10 points, BC (B-/C+) = 6 points, C = 0 points.

Course	Grade	Points	Location	Total Points
General A&P*				
English Composition 1 OR Written Communication				
Medical Terminology				

Early Completion of General Educational Courses and Core courses taken as part of an Accredited Surgical Technology Program – these courses are required for graduation but are not required before petitioning.

Points will be awarded based on grades achieved as follows:

A = 10 points, AB (A-/B+) = 8 points, B = 5 points, BC (B-/C+) = 3 points, C = 0 points.

Course	Grade	Points	Location	Total Points
Microbiology*				
Speech				
Intro to Psychology				
Intro to Sociology OR Intro to Diversity Studies				

II. ADMISSIONS TESTING (75 total possible points)

Points will be awarded based on your TEAS Allied Health test score, as follows:

TEAS Score	0-59	60-64	65-69	70-74	75-79	80-100
Points Awarded	0	15	30	45	60	75

If multiple attempts have been made, you may submit your highest test score.

NOTE: If your admissions test was NOT taken through BTC, the transcript must be sent to the BTC Testing Center before the close of the petition period. Transcripts may be emailed to testingcenter@blackhawk.edu

III. PREVIOUS DEGREE (15 total possible points)

Indicate the highest previous degree obtained. Points will be awarded as follows for the degree level achieved:

Masters = 15 points, Bachelor's = 10 points, Associates = 5 points.

Institute Granting Degree	Year Obtained	Degree / Certificate	Points

II. WORK EXPERIENCE (30 total possible points)

Indicate if you have any related work experience within the last five years. Include the completed Verification of Occupational Experience portion of the online petition. Only the final candidates are audited.

Position Title Clinic Name / Address	Type of position	Time in Position	Total Points
	<input type="checkbox"/> No customer care/patient interaction = 0 points <input type="checkbox"/> Customer care/service = 5 points <input type="checkbox"/> Direct patient care = 10 points	<input type="checkbox"/> 0-1 year = 5 points <input type="checkbox"/> 1-2 years = 10 points <input type="checkbox"/> >2 years = 20 points	

III. BTC DISTRICT RESIDENT (10 total possible points)

If you reside within the Blackhawk District (Rock or Green Counties in Wisconsin), you will receive 10 points. If not, you will receive 0 points. District residence is verified by the address on file but is not a requirement.

Points:

ELECTRONIC PETITION SUBMISSION

Petitions will only be accepted via the electronic petition submission link. Once started, the petition survey must be completed in full. It may not be saved and completed later.

Students will be notified within two months of the petition deadline regarding the status of their petition packet. Letters will be sent to the address on record in the college computer system.

STUDENT USE ONLY Attended Surgical Technology Program Petition Meeting on (date): ____ / ____ / ____	Program Coursework	/130 points
	Program Admission Testing	/75 points
	Previous Degree	/15 points
	Work Experience	/30 points
	BTC District Resident	/10 points
	Total Points Possible	/260 points

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Verification of Occupational Experience Form

Surgical Technology Program

Please carefully read the following instructions:

All work experience listed above must be verifiable. Pertinent, verifiable volunteer work and military service will also be considered to meet this criterion. The Surgical Technology Program will only verify relevant work experience for the final applicants. However, authorization to contact the employer(s) will be collected at the time of the petition.

THE FOLLOWING INFORMATION WILL BE COLLECTED:

Applicant Name		BTC Student ID Number	
Street Address	City	State	Zip Code
Business Name		Position Held	
Street Address	City	State	Zip Code
Contact Person		Phone Number (with Area Code)	
Employment Began (MM/DD/YYYY)	Employment Status		If part-time, list Average weekly hours:
Last Day Employed (MM/DD/YYYY)	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Total Hours:

I authorize my employer/former employer to release this information to Blackhawk Technical College:

Applicant Signature	Date
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After petitions are reviewed, if the applicant is selected for the program based on petition points earned, the applicant's employer will be contacted for employment verification.