Guidelines

Credit for Prior Learning
For Surgical Services
Surgical First Assisting

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Credit for Prior Learning
For Technical Division Courses

Note: You and Your as used in this handbook refer to the student.

Complete Application material:
If you have not attended CSI before, your first step is to complete the Application for Admission. You must complete all other necessary application, admission and enrollment material. Please have college transcripts and/or military training material sent to the CSI Registrar. Once this information is entered into the computer we will evaluate your transcripts, military training records, and other documents. Once this is complete, you must enroll in appropriate courses.

Note: you must be enrolled at CSI when you apply for Credit for Prior Learning
Enroll in INSS 288: Portfolio Development

Once enrolled in INSS 288 we will cover an overview of the portfolio format. We will also discuss competency-based education, general validation requirements, and the resources you should be prepared to commit to the process. Based on your career goals and degree program you will select the course(s) for which you will petition for CPL. You will meet with your advisor and perhaps the faculty teaching in that program area for informal input on which courses are most appropriate. You may request a list of competencies for the course for which you are seeking Credit for Prior Learning.

Note:

1. The Credit for Prior Learning process applies to only Technical Division courses.
2. Credit for Prior Learning is open ONLY to students currently enrolled in a degree or certificate program.
3. You may acquire up to 25% (1/4) of the credits in your degree or certificate program through Credit for Prior Learning methods. For surgical first assisting this is 16 credits.

At this time you will select specific courses for which you wish to request Credit for Prior Learning. You will complete the Request for Credit for Prior Learning form (see attached) and return it to INSS 288 instructor. INSS 288 instructor will forward a copy to the Instructional Dean.

Instructional Dean Appoints Portfolio Evaluation Team

The Instructional Dean will appoint the Portfolio Evaluation Team. The Team will consist of the appropriate Department Chair or Director, and at least one faculty currently teaching the course for which you are seeking Credit for Prior Learning, and others deemed appropriate by the Instructional Dean.

The Portfolio Evaluation Team for Surgical Services will be:

- Janet Milligan  
  HSHS building office # 135  
  208-732-6706 jmilligan@csi.edu

- Carrie Nutsch  
  HSHS building office # 134  
  208-732-6715 cnutsch@csi.edu
**Evaluation Team**

The Portfolio Evaluation Team establishes the methods by which you will **demonstrate competency**. This may be demonstrating a knowledge, completing a process, or producing a product, or some combination. The evaluation requirements are listed below.

You must work closely with the Evaluation Team. Part of their job is to explain to you exactly what you need to do. Be sure to ask questions.

**Student Completes Portfolio**

Working with the Evaluation Team you will complete your portfolio. Portfolio in this process is a very general term. Your portfolio may consist of test scores, certificates, and actual work accomplished. You will organize all the material and submit it to the Evaluation Team. You may also be asked to perform certain activities or processes in order to demonstrate your skills.

As soon as you complete your portfolio you will receive a passing grade in INSS 288.

**Note completion of your portfolio and a passing grade in INSS 288 DOES NOT mean that you will be granted credit for prior learning.**

**Decision of Portfolio Evaluation Team**

You are expected to meet all the competencies of the course for which you are seeking Credit for Prior Learning as determined by the Evaluation Team. When you have met all established standards the team will complete and sign the Course Substitution form and send to the registrar. You will receive credit (a grade of pass) on your transcript for the course. This grade does not affect your G.P.A.

If you do NOT meet all the competencies of the course you will receive credit for this particular course only by actually taking and successfully completing the course.

When the records office receives the Course Substitution Form, you will be billed a per credit charge to place the course on your transcript.

A student may acquire up to 1/4 of the credits required for a certificate or degree through the CPL method. Students are assessed 20% of the current CSI Idaho resident tuition for each credit acquired by CPL. Credits received in this manner may count toward the credit requirements for graduation, a grade of 'P' (P=Pass) is given, and these type of credits are not computed in the student’s GPA.

For most students this will be between $450-$550. So plan ahead.
Request for Credit for Prior Learning Form 1A

Name: ________________________________

CSI ID Number: ________________________________

Address (include city, state, and zip): ________________________________

Phone (both home and work): ________________________________

Cell phone ________________________________

CSI E-mail Address: ________________________________

Course(s) for which you are petitioning for Credit for Prior Learning:

For Surgical First Assisting you will be submitting for up to 16 credits. The portfolio team will be evaluating your individually submitted portfolio to determine which credits will be accepted for CPL. These courses may not be the same for each student and may include any combination of the following courses up to 16 credits: (your advisor will evaluate your portfolio and work with you individually during this process).

*SUFA 287 First Assisting Techniques 2
*SUFA 291 Surgical Complications 3
*SURT 101 Surgical Concepts 3
*SURT 105 Surgical Techniques 5
*SURT 110 Leadership for Surgical Tech 2
*SURT 140 Beginning Surgical Procedures 3
*SURT 160 Advanced Surgical Procedures 3

As established by your transcripts and the accreditation status of your school and your program, and your clinical experience, your clinical credits will be accepted as VERTICAL CREDITS and not as CPL.
Memorandum of Understanding Form 1B

Instructions:

Please read the following statement carefully.

Key your name and ID Number in the appropriate spot.

Print two (2) copies of this page only.

Sign and date both copies.

Have your instructor sign and date both copies.

Your instructor will then return one copy to you. Please keep this copy.

Name: (please enter full name) __ __________ ______________________

CSI Student ID Number _________________________________________

I have read the statement below and understand that neither enrollment in nor successful completion of INSS 288: Portfolio Development is a guarantee and in no way implies that my portfolio will be evaluated favorably or that I will receive the credit for which I am petitioning.

Decisions regarding granting of credit for prior learning rest solely with the Credit for Prior Learning Portfolio Evaluation Team. The Evaluation Team will establish the procedures to validate competency, and establish the standards of success. The decision of the Portfolio Evaluation Team is final.

_________________________________________  ______________________
Student signature                      Date

_________________________________________  ______________________
Instructor signature                   Date
Procedure for submission of a CPL portfolio for surgical services

In order to allow professional-technical education students the ability to gain CPL, students have the option to submit a portfolio detailing the competencies he/she possesses in order to receive either full or partial credit for a class(es) required for either the Postsecondary Certificate, Technical Certificate, or Associate of Applied Science degree options at CSI.

First: The student must enroll in INSS 288 Portfolio Development course. After receiving permission from the course instructor to gain CPL. An assigned Portfolio Evaluation Team will establish the method by which the student will demonstrate subject matter competency as detailed below.

For CPL in Surgical First Assisting

Students seeking an Associate of Applied Science Degree in Surgical First Assisting will demonstrate by documentation that:

1. Submit the Request for Credit for Prior learning form (FORM 1A)
2. Submit TWO copies of the Memorandum of understanding (FORM 1B)
3. Submission of last 2 years of documented surgical assisting cases (these cases must meet our clinical requirements) See clinical requirements as listed online at: http://hshs.csi.edu/surgical_firstAssist/clinical_requirements.asp
4. Submission of Transcripts from A CAAHEP Accredited SFA program (and the date of accreditation)
5. Submission of ALL coursework catalog descriptions to be evaluated for CPL. (see page 5 of this document)
   a. Several of these courses may have come from your surgical technology program. If that is the case, they will ONLY be accepted if you graduated from a CAAHEP accredited ST program.
   b. To earn these credits as CPL you will have to submit transcripts and catalog descriptions for you surgical technology program, and the date of CAAHEP accreditation.
6. Submission of any required general education coursework that has not been taken at CSI
7. Degree audit from CSI