

On-Campus Examination Schedule for the Program Director



THE NATIONAL BOARD
OF SURGICAL TECHNOLOGY
AND SURGICAL ASSISTING

PLEASE FILL IN THE APPROPRIATE DATES AND KEEP FOR YOUR RECORDS.

Examination Date: _____

Graduation Date or Date Range: _____

APPROXIMATELY 3 MONTHS BEFORE EXAMINATION DATE: _____

Order bundles from AST which will include a pre-paid examination application.

**Ordering bundles from AST is optional.*

AT LEAST 45 DAYS BEFORE EXAMINATION: _____

Fill out and submit online OR Mail WBT request form, roster and examination applications to the NBSTSA.

**If bundles are not ordered from AST, payment is submitted with the examination applications. Keep a copy of the WBT request form and roster for your records. All documents must be submitted together, either online or by mail.*

1 WEEK PRIOR TO EXAMINATION: _____

Review examination roster to make sure all candidates listed are still eligible to test on the scheduled examination date. Those no longer graduating within 30 days of examination date must be removed from roster.

3 BUSINESS DAYS PRIOR TO THE EXAMINATION DATE: _____

If any candidates must be removed, send an email to the NBSTSA with the name of the candidate(s), the reason why the candidate is being removed, and the examination date.

**All required information must be received at least 3 business days before the examination to remove a person. A candidate will not be removed until we know why he/she is unable to test. If the NBSTSA is not told why the candidate is being removed at least 3 business days prior to the examination, the candidate will remain scheduled for the examination and will be marked as absent. The candidate will have to submit a new payment and examination application to schedule a new examination date.*

60 DAYS AFTER THE EXAMINATION DATE: _____

Submit graduation verification within 60 days of examination date. The NBSTSA accepts notarized letters, copies of diplomas or transcripts by fax (303-325-2536), email (kari@nbstsa.org), or mail (6 W Dry Creek Cir, Suite 100, Littleton, CO, 80120).

**If graduation verification is not received within 60 days of the graduation date, the candidate's results will be invalidated and the candidate will have to test again. A new payment and examination application will be required to authorize the candidate to schedule a new examination off campus.*

NBSTSA.ORG or 800 707 0057

6 WEST DRY CREEK CIR, SUITE 100, LITTLETON COLORADO 80120

