WBT

ON-CAMPUS EXAMINATION GUIDE

2022 1ST Edition

On-Campus Testing for the
Certified Surgical Technologist and Certified Surgical First Assistant

THE NATIONAL BOARD OF SURGICAL TECHNOLOGY
AND SURGICAL ASSISTING

SINCE 1970

General Information

CRITERIA FOR UTILIZATION OF THE ON-CAMPUS EXAMINATION (WBT) SERVICES

- WBT is for currently enrolled students in the participating program.

- Complete graduating groups must participate, partial candidate groups are not permitted. Partial candidate groups must utilize the PSI Testing Center Examination (CBT) network post graduation.

- Candidate groups must test by WBT no more than 30 days prior to, or 30 days post graduation.

- All candidate exam applications along with the WBT request form, typed list of students testing, and payment must by received by the NBSTSA office at least 45 days prior to testing.

- Inability to provide all appropriate documentation will delay processing and may necessitate changing the original requested examination date.

CANDIDATE SCORES

NBSTSA will not release pass/fail score information until all appropriate graduation proof is received. This includes one of the following:

- Official notarized letter on school letterhead from the program director or registrar
- Graduation certificate / diploma
- Transcripts
- Social Security Number

All graduation verification should indicate the official graduation date as listed on the students' transcripts. Program "completion date" is not considered the official graduation date from the program. An examination cannot be scheduled and examination results will not be released based on the completion date.

Graduation proof can be faxed, emailed or mailed, and must be provided no more than 60 days from the candidate examination date.

Graduation proof NOT provided within the 60 day period will result in invalidation of candidate exam results and forfeiture of all examination fees. Students who have an unexpected delay in graduation should delay testing until appropriate graduation proof can be provided in accordance with NBSTSA policy.

NBSTSA reserves the right to request official transcripts or a copy of the diploma/certificate in lieu of any other documentation provided.

REMOVING A STUDENT FROM A ROSTER AND/OR REFUND OPTIONS

Please contact the WBT department by email as soon as you are aware a student will not be graduating when expected or will be unable to sit for the CST examination when scheduled. NBSTSA requires a minimum of three (3) business days to successfully remove a student from a scheduled WBT. NBSTSA suggests additional notification by telephone to ensure the email notification was received.

The NBSTSA must be notified at least three (3) business days before an examination if a student will be unable to test. The program director must notify the NBSTSA by email to remove a candidate from a roster. The email needs to include the name of the candidate being removed, the date of the exam, and the reason the candidate is unable to test. If a refund is needed, the request can be made in the same email. Documentation may be required to remove the candidate. Inability to notify the NBSTSA three (3) business days prior to the examination date will result in forfeiture of total testing fees. Payments are refunded in the name they were originally received.

A WBT candidate who wishes to cancel their examination appointment may do so (only if unforeseen circumstances have occurred) at least three (3) business days prior to the scheduled session through their program director. If the candidate is being removed for any reason other than a delay in graduation or drop from the program, the NBSTSA must approve the removal of the candidate from the exam roster.

If an examination appointment is cancelled the candidate will not be allowed to test until after their graduation has occurred and graduation proof is received unless their graduation date was delayed. Those candidates who were removed for reasons other than a delay in graduation will be required to schedule their examination through a PSI approved CBT center.

NBSTSA may issue a refund (minus examination processing fee if applicable) to WBT examinees in the instance that the candidate is not expected to graduate from the surgical technology program:

- Request for refund must be submitted by email or mail.
- Refunds will not be issued for candidates that were not removed from the scheduled examination date.
- Refund will not occur until after the scheduled exam date has occurred.

IMPORTANT: *Failure to show for a scheduled examination appointment will result in forfeiture of total paid testing fees and necessitate reapplying for the examination and re-submission of testing fees.*

EXAMINATION ADMINISTRATOR REQUEST FORM

This form is used to set a school up as a testing center or to change the proctor information on file. It is not used to schedule a specific examination date. Examination Administrator Request form is available at **nbstsa.org**.

- Submit form to PSI prior to the first On-Campus Examination.
- The form does not need to be submitted annually.
- Anytime a new proctor will be administering the on campus examination, a new Examination Administrator request form will need to be submitted to PSI.

SCHEDULING AN EXAM

The CST examination will be scheduled once the NBSTSA receives all necessary payment and paperwork (CST examination applications, WBT request form, and typed roster.

AST GOLD PACKAGES

Schools wishing to purchase packages from the Association of Surgical Technologists (AST) for their students should order the packages at least three (3) months prior to the desired examination date.

Packages include a pre-paid examination fee. An examination application will need to be completed **by each student**. The NBSTSA will no longer mail pre-paid examination applications. Students who have a pre-paid application through an AST bundle should complete a regular examination application. Payment will be verified by the NBSTSA upon receipt of the examination application.

Packages cannot be paid for at the same time the On-Campus Examination paperwork is submitted. For information about ordering packages please contact AST at **800-637-7433** or visit **ast.org**.

Pre-paid applications must be used within one (1) year from the date of purchase. AST membership number is needed to submit exam application included in packages.

SPECIAL ACCOMMODATIONS

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) provides reasonable accommodations in accordance with the Americans with Disabilities Act as amended (ADAAA) for individuals with documented disabilities who demonstrate a need for accommodation.

In accordance with the ADAAA, NBSTSA does not discriminate against individuals with disabilities in providing access to its examination programs.

For additional information on ADAAA special examination accommodations refer to the Special Accommodations section of the Candidate Handbook.

Please note any candidate requiring special accommodations will need to test at a PSI approved computer based testing center. PSI testing centers are designed and inspected for ADAAA compliance which ensures candidates are provided appropriate accommodations.

ADDITIONAL INFORMATION

The Certified Surgical Technologist (CST) and Certified Surgical First Assistant (CSFA) examinations are a post-graduate national certification examination not intended to be utilized as a program exit examination.

WBT PROGRAM CHECKLIST:

Required Documents
- [ ] On-Campus Examination (WBT) Request form
- [ ] Typed roster
- [ ] Exam applications
- [ ] Payment (unless bundles were ordered from AST)

CST Examination Applications
- [ ] Must be completed by students in blue or black ink or typed
- [ ] All applications are signed
- [ ] Every student must provide their social security number
- [ ] Students must use their legal names. If the student's legal name has changed since joining AST, documentation of name change must be provided. (e.g., Drivers license, social security card, marriage certificate, etc.)

Proof of Graduation Letter
- [ ] Typed
- [ ] Notarized
- [ ] On school letterhead (if name of school and city are not included on the letterhead, they need to be stated in the body of the letter or with the signature)
- [ ] Signed by program director, Dean, or Registrar
- [ ] Affirms students graduated from program
- [ ] Includes date of graduation
- [ ] Type of degree awarded *(certificate, diploma, or associates)*
- [ ] Lists graduates
- [ ] Letter is dated and notarized on or after graduation date
- [ ] Copies of transcripts or diplomas/certificates can be faxed, emailed, or mailed in lieu of notarized graduation letter

Sample letter and further information can be found under the Educators tab at www.nbstsa.org