

STATE OF NEBRASKA
COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION
APPLICATION FOR MODIFICATION OF A RECURRENT AUTHORIZATION TO OPERATE
(new course, program, degree, etc.)

Date: May 13, 2016

Name of Institution:



NATIONAL AMERICAN UNIVERSITY

Street Address: 5301 S. Highway 16

City/State/Zip Code: Rapid City, SD 57701

Central Administration
Name of Contact Person: Michael Trump

Title: Associate General Counsel

Telephone Number: (605) 721-5309

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E-Mail Address: mtrump@national.edu

Web site for institution's
location in Nebraska: <http://www.national.edu/locations/campuses/bellevue/>

Bellevue Campus
Name of Contact Person: Susan Wurtele, Ph.D.

Title: Campus Director

Telephone Number: (402) 972-4232

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Proposed Modification Surgical Technology - Associate of Applied Science
(name of degree, program, new campus, etc.):

**Location in which the
courses/program will be offered:** National American University - Bellevue Campus
3604 Summit Plaza Drive
Bellevue, NE 68123

Students will also have the opportunity to participate in online courses offered by the university.

Estimated Enrollment: 35 students per year

Tuition to be charged: \$373.00 per quarter credit hour, effective June 1, 2016

**Fee, including those specific to the
program:**

Matriculation Fee	\$75.00
Instructional Material Fee (Per course cost for Instructional Support Materials/links for specific courses \$40 to \$100)	varies
Technology Fee (per credit hour)	\$20.00
Books (estimate \$250 to \$450 per quarter)	\$450.00
Certain courses may also have specialty course fees and professional liability fees	varies

1. Financial soundness of the institution and its capacity to fulfill its proposed commitments and sustain its operations

Please see the financial statements included in the [SEC Form 10-Q](#) quarterly report for the period ended February 29, 2016. (**Attachment 1**)

2. The quality and adequacy of teaching faculty, library services, and support services

- *Number of faculty teaching in the program/s*

The following three persons will teach major core courses in the program. Other university faculty will teach general education courses:

- Jered Kotschwar, CST, Program Chair
- Amy Vinton, CST, Program Director
- Shannon Buick, CST, Externship Coordinator

- *Qualifications of each faculty member (vitae, resume, or other biographical information)*

Please see the curriculum vitae for each of the above-named faculty. (**Attachment 2**)

- *Any new library and learning resources needed*

The electronic resources and databases listed below are currently available to students and faculty in the program and are accessed through the NAU online library. Links to key surgical technology websites and professional organizations will be added to the library website. The university is also evaluating other resources, which will be added as appropriate.

Online Resources and Databases	Description
CINAHL Plus, with full text database (EBSCOhost)	Nursing and allied health research database Full text for more than 770 journals Offers access to health care books, selected conference proceedings, standards of practice, educational software, audiovisuals and book chapters.
Nursing and Allied Health Source (ProQuest)	Over 700 full-text journals
Credo General Reference Premium	57 full-text medical reference ebooks Includes medical dictionaries, encyclopedias, and numerous reference materials on anatomy and physiology, diseases, contemporary health issues, and Harvard Medical School health guides, reports and videos.
Full-Text Journals	Numerous journals, including: <ul style="list-style-type: none"> • AORN Journal • Journal of Perioperative Practice • OR Manager • Anesthesia & Intensive Care • Canadian Operating Room Nursing Journal
Mosby's Clinical Skills	Procedures database with videos, observation check lists, and tests
Guide to Culturally Competent Healthcare	This guide is organized by the Model's domains of culturally competent care and provides key approaches and interventions for working with each cultural group.
Pocket Guide to Cultural Health Assessment	This guide assists health care providers understand both the diversity and similarities between and within nations. By compiling basic cultural, epidemiological, environmental, and geographic information about

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Online Resources and Databases	Description
	cultural groups throughout the world and within nations, health care providers are presented with a snapshot of existing diversity.
Learning Express	Certified Surgical Technologist practice exams Math tutorials and practice tests
SmarterThinking	Offers 24/7 access to an online tutoring service where you can get assistance with paper writing, and offers tutoring in medical terminology and math coursework.
Job & Career Accelerator	Provides useful information for seeking employment, including resume writing specific to the allied health fields

The foregoing resources are part of an expansive collection of electronic resources available through NAU's online library, including an abundance of healthcare journals, research articles, e-books, and other learning resources. Interlibrary loan services are available for any materials that NAU does not own.

The system librarian provides orientations to the electronic educational databases and library resources to new students via webinars, tutorials, and on-demand recordings or orientation sessions, and is available to assist students. In addition, an online Ask-A-Librarian service is available for students, faculty, and staff seven days a week.

3. The quality of the programs offered, including courses, programs of instruction, degrees, any necessary clinical placements, and the institution's ability to generate and sustain enrollment

- Curriculum description including a list of required and optional courses

The Surgical Technology Associate of Applied Science degree program prepares students from diverse backgrounds to perform the tasks expected of an entry-level surgical technologist in an operating room setting. The program is offered in a flexible hybrid (online and on-campus) format that prepares students for the Certified Surgical Technologist (CST) examination. Students are prepared for careers in surgical technology through a student-centered, performance-based curriculum that assesses didactic knowledge through skills assessments and a clinical externship.

Surgical technology is one of the fastest growing professions in the healthcare industry. Surgical technologists are specialists in practicing sterile technique, anticipating the needs of the surgeon, and assisting the surgeon in all phases in surgery. These professionals play a key role in preparing, maintaining, and protecting the surgical sterile field.

Course Code	Surgical Technology AAS Degree Program Course Title & Description	Quarter Credit Hours
CS1200	College & Career Success I This course gives students the knowledge and skills necessary for success in NAU's programs and their careers. It introduces new students to technology resources, career exploration, and academic skills as they examine their own skill set and those needed in specific professions. As they analyze various models of thinking and self-reflection, participants will explore learning skills and college success tools. They will develop practical examples of documents, presentations, and email suitable for personal and professional purposes.	5.0
CS1300	College & Career Success II Students will develop the critical thinking and mathematical reasoning skills they need to be successful in college studies and in everyday situations that require mathematical solutions.	5.0

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Course Code	Surgical Technology AAS Degree Program Course Title & Description	Quarter Credit Hours
ME1140	Medical Terminology Students develop a working knowledge of the medical vocabulary utilized in medical records and reports, laboratory findings, and communication in healthcare settings.	2.0
ST1000	Introduction to Surgical Technology This course provides an introduction to the principles, techniques, and issues related to the operating room and surgery environment. Students will examine the roles of professionals working in the operating room and will learn to identify the appropriate response to patient needs and to legal, ethical, and safety issues.	4.5
ST1100	Surgical Procedures I Lab This course prepares students for the preoperative duties performed by surgical technologists. Students will learn to use sterile technique and demonstrate proper care, handling, and assembly of surgical instruments. (9 hours lab per week)	4.5
SC1221	Essentials of Anatomy and Physiology w/ Lab Designed for allied health learners with little or no biology knowledge, this course provides an introduction to the essentials of anatomy and physiology. Throughout the course students will demonstrate knowledge of the complementary relationship between structure and function of the human body, as well as the integration of systems to maintain homeostasis. Students will apply this fundamental knowledge to explain common diseases, disorders or conditions and make recommendations that promote individual health, regardless of age or gender. Laboratory activities are imbedded in this lecture-based class to optimize student assimilation and retention of content.	6.0
ST1200	Surgical Procedures II Lab This course focuses on intraoperative and postoperative procedures performed by surgical technologists. Students will apply knowledge of surgical instrumentation to specific surgical procedures, use proper methods for preparing supplies and instruments, and demonstrate sterile technique at all times during and after procedures. (9 hours lab per week)	4.5
EN1150	Composition I This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly, concisely, and coherently. Students write essays wherein organization and proper usage are stressed. Emphasis is also placed on introductory concepts of the research process.	4.5
SC1422D	Microbiology w/ Lab This course is a general introductory course to microbiology. It provides a background in many areas of microbiology, antimicrobial agents and immunology. Host parasite relationships of microorganisms will be studied with an emphasis on bacteria.	6.0
ST2000	Surgical Procedures III Lab This course provides an in-depth examination of surgical procedures and relevant anatomy, physiology, and pathophysiology related to general surgery, gynecological surgery, otorhinolaryngology surgery, and ophthalmic surgery. Students will learn to use the appropriate instruments and supplies, patient positioning and draping techniques, and correct surgical incision for procedures in these surgical disciplines. (9 hours lab per week)	4.5
MA2000	Quantitative Reasoning This course enhances students' quantitative reasoning skills using inductive and deductive reasoning. Content focuses on connections between mathematics and the society in which we live. Students will explore sets	4.5

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Course Code	Surgical Technology AAS Degree Program Course Title & Description	Quarter Credit Hours
	and truth tables to order and classify information and use logic more effectively. Other topics include number theory, mathematical modeling, percent, measurement, counting methods, probability theory and statistical methods.	
PS1050 OR PS2000	<p>Introduction to Psychology This course covers the essentials of psychology and introduces the basic concepts and theories that constitute the discipline. Students will gain an appreciation of the relevance of psychology to everyday life, especially connecting psychological concepts to the students' chosen discipline of study. Students will explore and understand how to think critically about psychological theories and phenomena.</p> <p>OR</p> <p>Human Growth & Development This course is designed to increase the student's knowledge and understanding of growth and development at each age and stage throughout the lifespan. Concepts and theories about physical, cognitive, social, and personality development over the life span are presented. Emphasis is placed on issues and theoretical perspectives in the field, genetic and environmental influences, the development of basic human abilities, and the development of self in society.</p>	4.5
ST2100	<p>Surgical Procedures IV Lab This course provides an in-depth examination of surgical procedures and relevant anatomy, physiology, and pathophysiology related to neurological, orthopedic, cardiothoracic and peripheral vascular surgery. Students will learn to use the appropriate instruments and supplies, skin preparation, patient positioning and draping techniques, and correct surgical incision for procedures in these surgical disciplines. (9 hours lab per week)</p>	4.5
ST2200	<p>Surgical Cases This course provides an in-depth examination of surgical procedures and relevant anatomy, physiology, and pathophysiology related to plastic and reconstructive surgery, oral and maxillofacial surgery, and genitourinary surgery. Students will learn to use the appropriate instruments and supplies, patient positioning and draping techniques, and correct surgical incision for procedures in these surgical disciplines. Case management will also be addressed.</p>	4.5
HU2000	<p>Critical Thinking & Problem Solving This course is designed to develop students' basic skills of logical reasoning relative to problem-solving and related argument analysis. Learning to provide evidence and well-reasoned support for asserted solutions and/or positions within frameworks of clarity, depth, precision, relevance, and fairness are central to the course.</p>	4.5
ST2300	<p>Surgical Tech Professional Practice This course prepares students for the professional aspects of surgical technology that complement the broad range of clinical skills learned through previous courses.</p>	1.0
CS2086	<p>Career Path Planning This course introduces graduating students to knowledge and skills that will help them secure professional employment. With a focus on the value of lifelong learning, it teaches students how to use open web and library resources for career advancement and planning. Students will practice goal-setting for career and finances, perform a skills gap analysis, and develop a plan to close their skills gap. Students will exit the course with a completed business card, cover letter, and resume.</p>	2.0

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Course Code	Surgical Technology AAS Degree Program Course Title & Description	Quarter Credit Hours
ST2500	<p>Surgical Technical Externship This externship course is designed for students to obtain practical experience working with professionals in a clinical setting. The unpaid externship provides an opportunity to apply surgical technology principles and practices in a supervised setting at an approved site during a 540-contact hour experience. Students will maintain and submit a journal that documents 120 cases scrubbed.</p>	18
Total Quarter Credits		90

- *Any licensure or certification requirements for the field/s and the way in which the institution will meet them*

Although not required, graduates of the program may choose to become a Certified Surgical Technologist (CST) by successfully completing the [CST examination](#) administered by the National Board of Surgical Technology and Surgical Assisting ([NBSTSA](#)).

The university is in the process of seeking accreditation by the Accrediting Bureau of Health Education Schools ([ABHES](#)), so that graduates of the program will be eligible to take the CST exam.

- *Any new instructional equipment required for the program/degree*

The university is acquiring the equipment, instruments, and supplies listed in the following table in accordance with the [ABHES Accreditation Manual, 17th Ed.](#), which recommends that Surgical Technology programs comply with the standards outlined in the Association of Surgical Technologists (AST) Core Curriculum, including the AST list of "Recommended Surgical Technology Laboratory Needs." The university will have acquired or obtained access to such items prior to enrolling students in the program.

Surgical Technology Laboratory Equipment, Instruments, and Supplies	
<p>General</p> <ul style="list-style-type: none"> • Ability to run two mock surgical procedures concurrently • Storage area that also serves as a mock sterile supply room • Access to a "flash" sterilizer – OR (minimum) – • 1 OR space with a functional overhead light • 1 fully functional OR table with routine attachments <ul style="list-style-type: none"> ○ armboards ○ ob-gyn lithotomy attachments ○ kidney position attachments ○ shoulder braces ○ foot board ○ safety strap ○ 3 sets of OR bed sheets, lifters and pillow cases • 2 rolling chairs • 4 IV poles • 1 anesthesia machine (need not be functional) • 1 electrocautery machine (need not be functional) • 3 Mayo stands • 3 Back tables • 2 Kick buckets 	<p>Supplies <i>(secure unused items from the OR to build the sterile supply area)</i></p> <ul style="list-style-type: none"> • Initially one appendectomy model or similar per student for clinical readiness exams + 10 for practice in lab (after first year keep clinical readiness models for practice and buy one per student) • One basic pack per student for clinical readiness + 6 for practice (make student refold packs for practice and keep the first year's packs for clinical readiness for the following years practice (buy one per student per year after that) • Sponges • Dressings • Tape • Grounding pads • Prep trays • Foley catheter trays • Syringes of different sizes and types • Needles of different sizes and types • Knife blades • Wide assortment of suture (mock procedures are performed as realistically as possible)

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Surgical Technology Laboratory Equipment, Instruments, and Supplies	
<ul style="list-style-type: none"> • 3 Ring stands • 2 Linen hampers • 1 Transportation gurney (may be shared with OR) • If only one OR table, 1 other table on which manikins can be placed • 2 manikins for mock surgery - at least one will be anatomically capable of being draped for lithotomy and orthopedic procedures • Access to fully operational laparoscopic equipment <p>Instruments</p> <ul style="list-style-type: none"> • 2 complete laparotomy sets • OB/GYN instrument set with instruments for abdominal hysterectomy, vaginal hysterectomy, D & C, C-section • Basic orthopedic instrument set • Basic GU instrument set that includes TURP instruments • GI instruments • Various general surgery instrumentation for procedures such as thyroidectomy, trach, etc. • Laparoscopic instrumentation with scopes, cameras, light cords, etc. • Adequate supply of accessory supplies <ul style="list-style-type: none"> ○ suction tubing ○ electrocautery knives ○ hemostats etc. for peel pack delivery ○ light handle covers 	<p>Supplies (continued)</p> <ul style="list-style-type: none"> • Empty but properly labeled medicine bottles (all local anesthetic agents, some anesthesia drugs, IV set ups, emergency drugs) [Place sign where ever these are kept stating that these are NOT real medications] • Access to samples of supplies related to specialty areas (ex. Cast materials) • Gowns • Masks • Hair covers • Gloves (sterile and non-sterile) • Sharps containers • Biohazardous waste boxes and liners (samples) • Sterilization wrappers • Peel Packs • Tape • Sample biologic and other sterilization indicators

- *Assurance that the institution will be able to secure clinical placements for students if the program/degree requires them*

All three program faculty members listed in Section 2 above are Certified Surgical Technologists, who have worked in the greater Omaha metropolitan area for the past several years and have verbal agreements for clinical placements with different hospitals across the city.

- *Estimated enrollments and the basis for the estimate¹*

Annual enrollment in the AAS Surgical Technology program is estimated at 35 students per year. This estimate is based upon data obtained from the Nebraska Department of Labor's website on May 11, 2016. According to the website, there were 267 job openings for surgical technologists advertised online in Nebraska during April 2016, many of which were located in the Omaha metropolitan area. On May 10, 2016, there were 52 open positions for surgical technologists in

¹ Please note that estimates of enrollment may be considered forward-looking statements within the meaning of the Private Securities Litigation Reform Act of 1995 regarding business of National American University Holdings, Inc. (NAUH), which speak only as of the date of this application and are based on current beliefs and expectations and involve a number of assumptions. These forward-looking statements include outlooks or expectations for earnings, revenues, expenses or other future financial or business performance, strategies or expectations, or the impact of legal or regulatory matters on business, results of operations or financial condition. Specifically, forward-looking statements may include statements relating to the future financial performance of NAUH; the ability to continue to receive Title IV funds; the growth of the market for NAUH's services; expansion plans and opportunities; consolidation in the market for NAUH's services generally; and other statements preceded by, followed by or that include the words "estimate," "plan," "project," "forecast," "intend," "expect," "anticipate," "believe," "seek," "target" or similar expressions. These forward-looking statements involve a number of known and unknown risks and uncertainties or other assumptions that may cause actual results or performance to be materially different from those expressed or implied by those forward-looking statements. Other factors that could cause NAUH's results to differ materially from those contained in its forward-looking statements are included under, among others, the heading "Risk Factors" in NAUH's Form S-1 on file with the Securities and Exchange Commission. NAUH assumes no obligation to update the information contained in this release.

Douglas and Sarpy Counties, and an additional 53 open positions throughout Nebraska. In addition, there were 19 possible candidates available in the workforce system to fill the 105 open positions in the state, or 18 potential candidates per job opening. This number represents a higher demand than could be met by the current supply of candidates.

The United States Department of Labor Bureau of Labor Statistics projects that employment of surgical technologists will grow 15 percent from 2014 to 2024, as reported in the Occupational Outlook Handbook, retrieved May 12, 2016.

Currently, Nebraska Methodist College in Omaha and Iowa Western Community College in Council Bluffs offer an associate degree in surgical technology.

- *Comparison of the program with that offered on the main campus or other campuses of the institution (if applicable)*

The program will be of comparable quality to the programs offered at the university's other locations. To maintain quality and uniformity of instruction across the university system, curriculum is developed by a program curriculum, assessment, and persistence (CAP) committee. Recommendations of the committee are submitted for approval by the respective college council.

In addition to developing curriculum, the CAP committee periodically assesses student learning through its established assessment plan and makes changes, where necessary, to courses and program requirements to maintain and improve quality. As a result, students in the program will use the same course syllabi, textbooks and other instructional material, and participate in the same outcomes assessment activities as students at other university locations.

The university will allocate sufficient physical, financial, and human resources to provide quality learning for students in the program, as it has done for students attending classes at its other locations. Faculty and staff at the Bellevue campus will receive support from skilled and experienced staff at the university's central administration in Rapid City, South Dakota.

- *Relationship between the hours of instruction and the credits awarded*

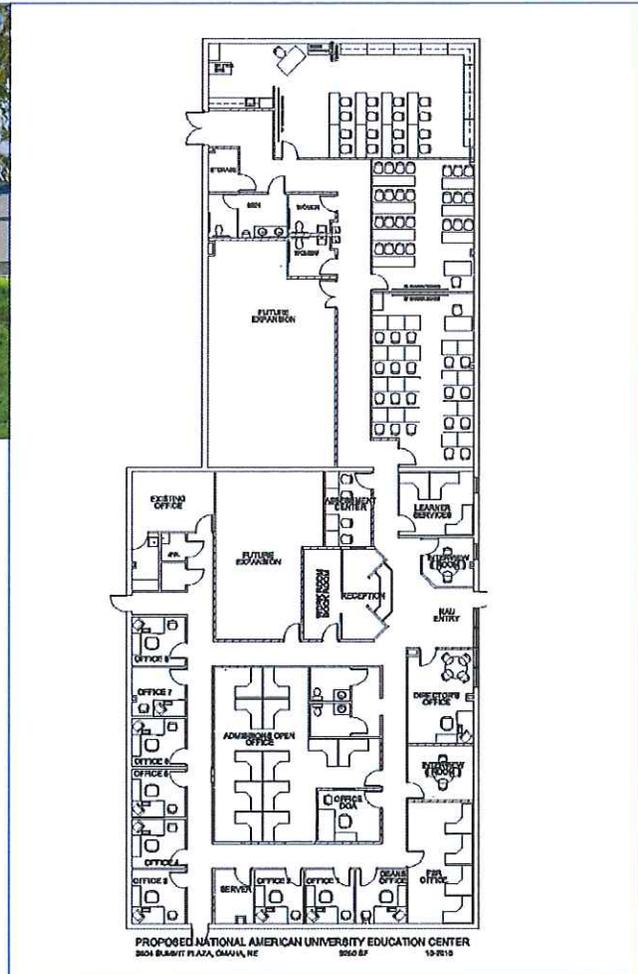
The university offers courses on an academic quarter system. One quarter credit requires ten hours of instruction. As a result, a 4.5 quarter credit course requires 45 hours of instruction.

4. *The specific locations where programs will be offered or planned locations and a demonstration that facilities are adequate at the locations for the programs to be offered*

Subject to Commission approval, the program will be offered in the existing building located at 3704 Summit Plaza Drive, Bellevue, NE 68123. The existing laboratory located in northeast corner of the building (top right-hand corner in the floor plan of the following page) will be modified to serve both the existing AAS Medical Assisting program and the AAS Surgical Technology program. Students will also have the opportunity to participate in online courses offered by the university. The floor plan for the facility is depicted below:

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5. **Assurances regarding transfer of credits earned in the program to the main campus of such institution [if applicable] and clear and accurate representations about the transferability of credits to other institutions located in Nebraska and elsewhere**

- Any articulation agreements with Nebraska postsecondary institutions

None at the current time.

- Any other affiliations with Nebraska postsecondary institutions regarding the transfer of credits, joint use of faculty or facilities, or other supportive relationships

All course credits earned by students attending National American University's campus in Bellevue will be available for transfer to other postsecondary institutions in accordance with their respective policies regarding the transfer of credit. The 4.5 quarter credits earned in the majority of National American University courses are the equivalent of 3 semester credits awarded at institutions that operate on a semester system.

6. Whether such institution and, when appropriate, the programs, are fully accredited, or seeking accreditation, by an accrediting body recognized by the U.S. Department of Education

- *Any programmatic accreditations for the new program/degree*

The university will seek programmatic accreditation of the Surgical Technology program by the [Accrediting Bureau of Health Education Schools](#) (ABHES). Accreditation by the ABHES will allow graduates of the program to sit for the Certified Surgical Technologist (CST) exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The CST is a nationally accepted and industry leading credential.

- *Status of programmatic accreditation*

An application to the ABHES office that displays the desire of National American University to seek programmatic accreditation is due to the ABHES office by July 30, 2016, the accreditation visit is expected to take place between February - March of 2017. National American University intends to have a complete application for programmatic accreditation delivered before the July 2016 deadline.

- *Institutional Accreditation*

National American University is accredited by the Higher Learning Commission
Web site: <http://hlcommission.org> | Telephone: (800) 621-7440 / (312) 263-0456

7. The institution's policies and procedures related to students, including, but not limited to, recruiting and admissions practices

- *Admission requirements for the program/degree*

The following admission requirements are set forth in the university's 2015-2016 undergraduate catalog:

Regular Admission

For admission to one or more of NAU's diploma or undergraduate degree programs, students must:

1. Complete and submit a Student Application for Admission (Go to www.national.edu); and
2. Have graduated from a recognized high school (or the U.S. Department of Education-accepted equivalent); or
3. Submit an official transcript from an accredited U.S. higher education institution indicating completion of a post-secondary education program of at least two years in length with a minimum cumulative grade point average of 2.0. The official transcript request must be completed during the application process for university approval during the first term of attendance. Students who received their secondary education outside the United States, United States territories, or Department of Defense-recognized U.S. high schools located on military bases outside the territorial United States must provide evidence of secondary-level education completion. Students must submit one or more of the following document(s) during the first term of attendance for university approval prior to the end of the first term:
 - a. An official document evidencing completion of the equivalent of a U.S. high school education (Go to International Undergraduate Student Admissions at www.national.edu for further details on country-specific equivalencies of U.S. high school education.). International documentation may include an official academic transcript or marks sheet and/or examination results (Diplomas or certificates of government examinations must show the academic subjects passed, and grades/marks received. All records should be submitted in the original language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.); or

- b. An original General Education Development (GED) examination report demonstrating passing marks for the overall examination; or
- c. An official transcript that indicates completion of a post-secondary program of at least two years in length with a minimum cumulative grade point average of 2.0/4.0 or the equivalent from (i) an international higher education institution that is approved by the country's national ministry of education or appropriate approval body or (ii) an accredited U.S. higher education institution (Transcripts should show marks and credits earned for all post-secondary work. All records should be submitted in the native language, and credentials written in languages other than English must be accompanied by a certified English translation. Translations should be literal and not interpretive. A key to the marking system or grading scale should also be included if it is not indicated on the transcript.).

Non-Native English Speaking Students

In addition to the above-listed requirements, NAU requires all non-native English speaking students to demonstrate sufficient command of the English language necessary to succeed in college-level classes taught in English. The English proficiency requirement can be satisfied through one of the following before attending any course at the university. Students must:

1. Provide an official Test of English as a Foreign Language (TOEFL) score report indicating a minimum score of 520 for a paper-based, 190 for a computer-based, or 68 for an Internet-based exam. (The TOEFL must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to National American University. When ordering TOEFL test results, include the university's school code of 6464.); or
2. Provide an official Test of English for International Communication (TOEIC) score report indicating a minimum score of 750 (not applicable to students enrolled in the nursing program).
3. Provide an official International English Language Testing System (IELTS) score report with an overall minimum score of 5. (The IELTS must have been taken within the past two calendar years. Official test scores must be sent from the testing agency to NAU.); or
4. Provide evidence of completion of two semesters (or the equivalent) of college-level English (excluding ESL courses) with a grade of "C" or higher at an accredited college or university whose language of instruction is English; or
5. Provide evidence of English language proficiency by completing the Accuplacer ESL English assessment exam with minimum scores in the following categories:
 - Reading skills of 102 or higher.
 - Sentence meaning of 100 or higher.
 - Language usage of 95 or higher.
 - Writing sample of 5 or higher.

Additional documentation in support of an application under this provision may be requested as deemed necessary by NAU. The university reserves the right to reject documentation or to request verification of documentation as may be necessary. Admissions documentation is considered the property of the university and will not be returned to the applicant (some exceptions may apply). The university reserves the right to reject any submitted application for enrollment.

Full-time Students

Students who enroll for 12 or more credit hours per quarter are considered to be full-time.

Part-time Students

If a student chooses not to attend full-time, a schedule may be arranged for one or more courses. Credits earned may be applied to degree or diploma programs.

Special Students

A special student is one who is not enrolled in a diploma or degree program. Special students are generally not eligible for federal financial aid. However, alternative loan programs may be available. Contact an NAU financial services representative for more information.

Transfer Students

Students who have successfully completed course work at other accredited post-secondary institutions may apply for admission to NAU. University policies on transfer credits, residency requirements, and other admissions requirements are outlined in this catalog.

- *Anticipated methods of recruiting students in Nebraska*

Anticipated methods of recruiting students in Nebraska include television commercials, online inquiries, student referrals, job and career fairs, and business-to-business recruitment.



NATIONAL AMERICAN UNIVERSITY

FACULTY CURRICULUM VITAE

Jered B. Kotschwar, MPA, CST

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www.linkedin.com/pub/jered-kotschwar/8/816/1b4/

OBJECTIVE

I am an enthusiastic, outwardly positive and motivated individual who loves being part of a team environment and has a passion for working in the college setting. I strongly believe in the concepts of stewardship and mentorship and believe in the power of motivation and it's long stemming effects on the human spirit.

PROFESSIONAL HISTORY

September 2013 – Present: Surgical Technology Program Chair, Wright Career College

- Successfully obtained programmatic accreditation for the Surgical Technology Program at multiple locations by successfully adhering to and enforcing accreditation standards.
- Successfully planned and executed an annual budget in excess of \$750,000, ensuring that the needs of the Surgical Technology program were met.
- Makes recommendations to administrators regarding faculty and support staff needs.
- With disciplined faculty, writing job postings, and recommending search and selection committee composition.
- Assists Human Resources and the appropriate administrator in recruitment of faculty and classified employees.
- Participates in and may coordinate search and selection activities for adjunct faculty.
- Organizes new employee orientations regarding program procedures, instructional issues, and safety training.
- Works with faculty to provide mentorship of new contract and adjunct faculty.
- Works with faculty to support course consistency in accordance with the official course outline.
- In consultation with appropriate administrator, may identify the need to add classes, cancel classes, or find substitutes to cover classes or appointments.
- Responsible for writing all curriculum for Wright Career College's Surgical Technology Program
- Responsible for ensuring that all curriculum meets accreditation standards and ensure the quality of education for the students.
- Wright Career College Surgical Technologist Program at all five Wright locations.

June 2013 – September 2013: Faculty Director, Wright Career College (Omaha Campus)

- Managed 30 faculty members; Worked closely with the Campus Director, Registrar, and Human Relations to provide a strong leadership for students and staff.
- Hired new faculty; Administered disciplinary action when necessary; Conducted staff and teaching evaluations.
- Trained staff on SharePoint, Canvas, and CampusVue.
- Motivated faculty and students to engage in the learning environment.
- **Accepted promotion to become Surgical Technology Program Chair at Wright Career College by The Wright Career College Vice President/Director of Education**

September 2011 – May 2013: Adjunct Instructor (Surgical Technologist Program), Iowa Western Community College

- Successfully assisted with development Sterile Processing Technician program at I.W.C.C. which launched in the fall of 2013, Recognized as a Subject Matter Expert by I.W.C.C. as it pertains to Sterile Processing.
- Instructor for the Surgical Technology Program responsible for assisting with writing and teaching the curriculum within the acceptable limits of the Association of Surgical Technologist guidelines for accreditation.
- Medical Terminology Instructor who taught I.W.C.C. Students in programs ranging from Ultrasound Technologist, Surgical Technologist, Nursing, and Medical Assisting.
- Responsible for providing didactic lectures as well as teaching sterile and non-sterile lab sessions for classes of up to twenty two students at a time.

PROFESSIONAL HISTORY (CONTINUED)

September 2011 – March 2013: Certified Surgical Technologist, Creighton University Medical Center

- Member of the Orthopedics and Neurology team assigned to uphold a working knowledge of various Orthopedic and Neurological surgical cases.
- Flexible member of the 11am – 7pm shift who has been recognized for a consistently positive attitude and exceptional work ethic.

November 2005 – September 2011: Surgical Technologist/Hospital Corpsman, United States Navy

- Senior Member of a ten person Surgical Technologist Team.
- Often tasked with training junior Surgical Technologists in proper Operating Room procedures as well as revamping the Standard Operating Procedures of the operating room to meet compliance of Joint Commission recommendations.
- Orthopedic Surgery Service Head responsible for maintaining an annual budget in excess of \$600,000, while also ensuring 100% readiness resulting in successful completion of over 1,000 surgical procedures without interruption.

March 2009 – August 2011: PRN Surgical Technologist, Coastal Carolina Hospital

- Provide as needed coverage of emergency surgical procedures in conjunction with maintaining duties assigned while stationed in the Operating Room at Naval Hospital Beaufort, SC
- Assisting Coastal Carolina Hospital in their elective surgical cases as needed.

EDUCATION & CERTIFICATION

November 2014 – Present: Ph.D. Student in Healthcare Administration, Northcentral University

August 2011 – February 2013: Masters of Public Administration, Bellevue University

June 2009 – May 2011: Bachelors of Arts in Public Administration/Leadership, Bellevue University

May 2009: Certified Surgical Technologist, National Board of Surgical Technologists and Surgical Assisting

April 2008 – November 2008: Diploma in Surgical Technology, Naval School of Health Sciences

HONORS & AWARDS

April 2010: Naval Hospital Beaufort Surgical Technologist of the Quarter

June 2008: Navy and Marine Corps Achievement Medal

COMMUNITY OUTREACH

2011 – Present: Grant Specialists/Grant Writer, Center for Holistic Development

April 2003 – November 2005: Eastern Nebraska Office on Aging, Meals on Wheels Program

PROFESSIONAL ORGANIZATIONS

2013 – Present: Community Director/Student Veterans Association, Bellevue University

2013 – Present: Member/Association of Surgical Technologists (AST)

Amy L. Vinton

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Professional Experience

Catholic Health Initiatives, Creighton University Medical Center, Omaha NE

Surgical Technologist, Operating room Trauma, 2009-Present

- Adaptable to changing working conditions and high stress levels while working weekend overnights at a level 1 trauma center.
- Take inventory on instruments and supplies used during procedures and follow sterilization technique.
- Skilled in a wide variety of surgical cases due to experience in several specialized departments.
- Adheres to confidentiality rules and regulations and follows surgical policies and procedures.
- Developed a surgical technologist trauma manual used with new Surgical Technologists and students.

Nebraska Organ Recovery System, Omaha NE

Per Diem Tissue Coordinator, 2014-Present

- Recovers bone, soft tissue, heart and saphenous vein for donation, implementing the best surgical technique possible to ensure viability of donation.
- Performs full body physical assessment and blood draw on every donor.
- Ability to help package and ship all donated tissue.
- Educates and trains new coordinators on donation recovery technique and processes.

Mayo Clinic St. Mary's Hospital, Rochester, MN

Surgical Technologist, Vascular/Thoracic Team, 2005-2009

- 12-Hour weekend team at a Level 1 Trauma Center.
- Specialized in heart, vascular and thoracic surgeries
- Trained new medical interns and surgical technologist students on surgery assisting techniques and operating room processes.

International Medical Mission Experience

Hernia Mission, Santiago and Salcedo, Dominican Republic, 2010 – 2015

- Worked with a team of 7-50 people and coordinated medical supplies, setup surgery rooms and sterilization stations.
- Conducted hernia surgeries on 100-140 patients within 5 days, no charge to patients.
- Specialize in wound closure and first assisting. While still maintaining the surgical technologist role.

Hernia Mission, Guatemala City, Guatemala, 2015

- Within 48 hour notice, traveled with a team of 8 people to repair hernias on 60 patients during 4 days.

Earthquake Disaster Relief, Haiti, 2010

- Arrived with a team of 15, four days after earthquake to provide medical care to those wounded.
- Assisted with development of processes to quickly assess patient surgical needs and care.
- Developed surgical instrument sterilization process in makeshift medical compound.

- Assisted with performing surgery on various wounds, injuries, and amputations on adults and children.

Shannon Buick

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OBJECTIVE

Experienced Surgical Technologist seeking to apply my knowledge, experience, and passion for the field to a classroom setting in which I am able to teach and train the next generation of Surgical Technologists and enable them to conduct the highest standard of care for every patient they encounter.

EDUCATION

- ❖ **AAS, Surgical Technology** **Class of 2011**
Nebraska Methodist College
CAAHEP Accredited Program
- ❖ **High School Diploma** **Class of 1999**
Benson High School

CERTIFICATIONS & AFFILIATIONS

- ❖ **Certified Surgical Technologist** **April 2011**
National Board of Surgical Technology & Surgical Assisting
- ❖ **Association of Surgical Technologists** **Active member since December 2010**
- ❖ **Basic Life Support (CPR/AED)** **September 2015**
American Heart Association

PROFESSIONAL HISTORY

- ❖ **Wright Career College** **May 2014-Present**
**Surgical Technology Externship Coordinator/
Surgical Technology Instructor** **Oklahoma City, OK**
- ❖ **Surgical Technologist** **July 2011 – May 2014**
Alegent/Creighton Health **Omaha, NE**
 - Served as an Operating Room preceptor for over 30 Iowa Western Community College Surgical Technologist students.
 - Assisted in training over 30 Medical Residents and Students for acclimation into the operating room environment including training on sterile technique protocols.
 - Was charged with the responsibility of orienting all new staff to the standard operating procedures of the operating room.
 - Cross-trained in a variety of surgical specialties including general surgery, orthopedics, neurological, gynecological, urological, robotic-assisted surgeries and anesthesiology.
 - Participated in over 200 trauma-surgeries to treat injuries incurred through home explosions, gunshot wounds, stabbings, motor vehicle accidents, severe head trauma, and various others.
 - Responsible for all operating room setup and case completion for various surgical procedures which includes ensuring a constantly sterile environment, and anticipation of surgical needs.

CLINICAL EXPERIENCES

- ❖ Methodist Women's Hospital Main OR/Labor and Delivery – 154 hours
- ❖ Methodist Hospital Outpatient Surgery – 48 hours
- ❖ Methodist Hospital Sterile Processing, GI Lab, and IR lab – 48 hours
- ❖ Methodist Hospital Main OR – 48 Hours
- ❖ Veteran Affairs Hospital – 72 hours
- ❖ University of Nebraska Medical – 144 hours
- ❖ Methodist Healthwest – 48 hours
- ❖ Children's Hospital and Medical Center – 48 hours

Shannon Buick

VOLUNTEER ACTIVITIES

- ❖ **Volunteer Surgical Technologist** **November 2013**
Institute of Latin American Concern
 - Traveled to the Dominican Republic to perform free hernia surgeries on Dominican citizens who otherwise had no access to required medical interventions

- ❖ **Surgeries on Sundays** **February 2013**
Alegent/Creighton Health
 - Participated in weekly surgeries for the homeless population of Omaha at no cost to the patients

ADDITIONAL EXPERIENCE

- ❖ **Bartender** **August 2010 – September 2011**
Jackson Street Tavern Omaha, NE
 - Provided services to patrons such as taking orders, preparing drinks, serving food and beverage, and personal interaction to ensure the customers had the perfect bar experience.
 - Ensured the safety of patrons and staff by limiting drinks per customer, refusal of service to unruly individuals, and verifying the legal ages of all who entered the establishment.
 - Conducted nightly inventory and restocking to prepare for vendor orders.

- ❖ **Bartender** **August 2009 – August 2010**
Fox & Hound Pub & Grill Omaha, NE
 - Ensured customer satisfaction and a positive restaurant experience through accurate order-taking, prompt service, addressing all customer feedback, and maintaining a friendly atmosphere
 - Encouraged all patrons to consume alcohol responsibly, and monitored those who appeared intoxicated to ensure customer safety.
 - Assisted in daily inventory, ordering, restocking, and bar organization to accommodate high customer volume while maintaining a clean and safe workspace.

- ❖ **Administrative Assistant** **July 2006 – March 2009**
Fastsigns Omaha, NE
 - Ability to understand and perform general accounting practices including general ledger, journal entries, trial balances, ledger sheets and payroll
 - Experienced in basic transcription
 - Excellent interpersonal skills, office etiquette and phone manners on a multi-line system
 - Strong organizational skills

- ❖ **Restaurant Manager** **March 2005 – March 2006**
Trolley's Downtown Bar & Grill Springfield, MO
 - Assisted in the hiring process by conducting panel interviews
 - Writing restaurant policies including daily duties for various positions and orientation materials
 - Managed staff schedules
 - Supervised the overall daily operations of the restaurant
 - Ensured adequate nightly maintenance was conducted