



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

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Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
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www.lctcs.edu

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. Paul Carlsen
Chief Content Officer

FROM: Dr. René Cintrón
Executive Director of Education and Research

SUBJECT: Program Addition and Terminations at Baton Rouge Community
College

DATE: 03/30/2017

FOR BOARD ACTION:

Recommendation: Staff recommends that the Board approve the program addition and
terminations listed below.

Program Addition

- 1. Technical Competency Area (TCA) in Sterile Processing (CIP 51.1012) – 3
STARS

Program Terminations

- 2. Technical Diploma (TD) in Barber-Styling (CIP 12.0402) – 0 STARS
3. Technical Diploma (TD) in Office Administration (CIP 52.0401) – 3 STARS

Background: The Sterile Processing TCA prepares students to meet workforce needs
for sterile processing technicians in acute care and ambulatory hospital settings. Industry
partners, such as Our Lady of the Lake Regional Medical Center, have expressed need
for already trained technicians to support the work of multiple central supply/sterile
processing departments in the area. The curriculum is based on standards of and
recommendations of the Association for the Advancement of Medical Instrumentation.
Students who successfully complete the curriculum will qualify to sit for the International
Sterile Processing Department Technician Certification Exam administered by the
Certification Board of Sterile Processing and Distribution.

Both programs being terminated had low enrollment and few program completers. The
teach out plan for Barber Styling and for Office Administration, submitted in Summer
2015 to the Council on Occupational Education (COE) while under Capital Area
Technical College, were completed in Fall 2016 and Spring 2016, respectively.

Fiscal Impact: There are currently two full-time faculty members and one adjunct.
BRCC anticipates the need for one additional full-time faculty member to support this
program.

APPROVED
4/12/17
LCTCS BOARD OF SUPERVISORS

There are no anticipated expenditures associated with the termination of these programs.

**History of Prior Actions:** There is a history of adding and terminating programs due to student and workforce needs.

**Benefits to the System:** The addition and terminations will allow BRCC to better meet student and workforce needs in other areas.

  
\_\_\_\_\_  
**Approved for Recommendation to the Board**  
**Dr. Monty Sullivan**

4-12-17  
**Date**



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201 Community College Drive Baton Rouge, Louisiana 70806

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March 20, 2017

Board of Supervisors  
The Louisiana Community and Technical College System  
265 South Foster Drive  
Baton Rouge, Louisiana 70806

Attention: Paul E. Carlsen, Ph.D., LCTCS Chief Content Officer  
René Cintrón, Ph.D., LCTCS Executive Director, Education and Research

Dear Drs. Carlsen and Cintrón:

Baton Rouge Community College (BRCC) requests the approval of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors to offer a new credential, described below.

**Program Addition:**

Sterile Processing, Technical Competency Area (TCA) - **3 Stars**. CIP Code 51.1012

The Sterile Processing TCA prepares students to meet the workforce need for sterile processing technicians in acute care and ambulatory hospital settings. The curriculum is based on the standards of and recommendations of the Association for the Advancement of Medical Instrumentation (AAMI): students who successfully complete the curriculum will qualify to sit for the International Sterile Processing Department Technician Certification (CSPDT) Exam administered by the Certification Board for Sterile Processing and Distribution (CBSPD). The certification will likely be attractive to students in the Surgical Technology Associate of Science as a one-course, single semester add-on, as well as to individuals who would like to work in a health care setting without a multi-semester commitment to a program.

A description of the course required for completion of the TCA is described on the following page and is followed by the LCTCS form for reporting curriculum actions. Please let me know if you need additional information. Thank you for your consideration of this request.

Sincerely,

Larissa Littleton-Steib, Ph.D.  
Chancellor

Cc: Margaret McMichael, Ph.D., Director of Curriculum and Articulation

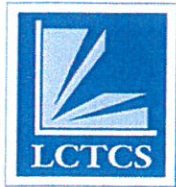
March 20, 2017

**New Course for the Sterile Processing Technical Competency Area (TCA), CIP 51.1012**

HLSC 1204, Sterile Processing Basics. CIP Code: 51.1012. Lecture hours 2, Lab hours 8, Credit hours 4. Prerequisites: Department approval and eligibility for MSTH 1113 and ENGL 1013. Co-requisites: None. Suggested Enrollment Cap: 15. Effective Spring 2017.

Course Description: Prepares students to become safe and competent Sterile Processing Technicians (SPT) in a variety of healthcare facilities. Covers the disinfection, preparation, processing, storage, and issuing of both sterile and non-sterile supplies and equipment for patient care, the operation of sterilization units, and procedures for monitoring the effectiveness of the sterilization process. The course prepares students for the Sterilization Processing and Distribution Technician Certification Exam for becoming a Central Sterilization Processing and Distribution Technicians. This course requires a lab fee.

Note: Lab fee is \$50.00 per student and covers the cost of disposable items worn by students (hats, masks) and single-use implements and supplies (instrument wraps, instrument guards, instrument pouches). The course will be required for completion of a proposed program in Sterile Processing.



# LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

## New Program and Curriculum Modification Form

### Baton Rouge Community College

<b>TYPE OF PROPOSED CHANGE</b>	
<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Curriculum Modification

<b>AWARD LEVEL(S)</b>	
<input type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree Name: <input type="text"/>	<input type="checkbox"/> Technical Diploma (T.D.) <input checked="" type="checkbox"/> Technical Competency Area (T.C.A.) <input type="checkbox"/> Certificate of Technical Studies (C.T.S.) <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)

<b>NAME OF PROGRAM(S) and AWARD LEVEL(S)</b>			
Name: Sterile Processing			
CIP: 51.1012	Credit Hours: 4	Contact Hours: 150	Award Level: TCA

<p><b>DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)</b></p> <p>BRCC requests the approval of the LCTCS Board of Supervisors to offer a Sterile Processing Technical Competency Area (TCA) and to award the associated credential to completers of the program. This is a one course, single term program that provides students with an integrated learning experience in knowledge, skills, values, and competencies to meet the workforce needs for sterile processing technicians in acute care and ambulatory hospital settings. The curriculum is based on the standards and recommendations of the Association for the Advancement of Medical Instrumentation (AAMI). Students who successfully complete the curriculum will qualify to sit for the International Sterile Processing Department Technician Certification (CSPDT) Exam administered by the Certification Board for Sterile Processing and Distribution (CBSPD).</p>
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<p><b>REASON/JUSTIFICATION FOR THE PROPOSED CHANGE (Include support such as four-year university agreements, industry demand, advisory board information, etc.)</b></p> <p>Following a recent needs assessment, Our Lady of the Lake Regional Medical Center (LOL-RMC) reached out to BRCC to request assistance in preparing students for employment as</p>
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sterile processing technicians (also known as medical equipment preparers). OLOL-RMC supports multiple central supply/sterile processing departments at its main campus on Essen Lane, multiple outlying ambulatory surgical centers, and is preparing to staff a new department with the anticipated Children's Hospital completion in 2018. There will be a need to hire more sterile technicians with the completion of medical center expansions.

The current trend in central supply/sterile processing departments involves extensive on-the-job training of employees. The cost of this trend, in both time and money, would be spared by hiring individuals with an educational foundation and national certification as evidence of competency. In addition, hiring educated and certified sterile processing technicians is likely to improve the prevention of healthcare facility-acquired infections. An educational program in central service and sterile processing would be beneficial to the healthcare and public communities.

BRCC has responded to OLOL-RMC by proposing the one-course, one term Sterile Processing Technician TCA, which prepares students for the Sterilization Processing and Distribution Technician Certification Exam offered by the Certification Board for Sterilization Processing and Distribution. Individuals passing the exam earn the title of Central Sterilization Processing and Distribution Technician (CSPDT). Currently, hospitals and medical facilities in Louisiana do not require this certification for hiring, but this requirement is in place in four states (New Jersey, New York, Connecticut, and Tennessee) and is being considered in others (International Association of Healthcare Central Service Materiel Management, Legislative Map. Accessed November 2016 at <https://www.iahcsmm.org/advocacy/legislative-map.html>, attached). Students who complete the Sterile Processing Course and successfully pass the certification exam can be eligible for these jobs in just one semester.

The National Bureau of Labor Statistics (BLS) cites the employment of Central Sterile Supply Technicians is expected to have an average growth of 14% between 2014-2024 and have median annual wage of \$33,330 (Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Medical Equipment Preparers, on the Internet at <http://www.bls.gov/oes/current/oes319093.htm#nat>, attached, October 2016).

The Louisiana Workforce Commission gives this occupation a three (3) star rating with a projected growth rate of 1.2%, with an annual average wage of \$27,273 (Louisiana Workforce Commission data, attached, as of October 2016). Contrary to the national outlook, the long term projections of the Louisiana Workforce Commission for 2014-2024 anticipates few openings for Sterile Processing Technicians in the Baton Rouge area (Regional Labor Market 2). This is very likely due to the practice by medical centers of recruiting and training current employees from other departments rather than by hiring outside of their ranks. BRCC is confident that the expressed needs of the medical community, and by extension, of those served by the hospitals and clinics, will be met with the proposed program (see attached letter of support from OLOL-RMC).

The Sterile Processing TCA is consistent with BRCC's mission "to identify and meet the educational and workforce needs of the community through innovative, assessable, and dynamic programs", with goals of the LCTCS "Our Louisiana 2020" initiative (double the number of students served, quadruple partnerships with business and industry), and with the first goal of the Board of Regents' Master Plan for Public Postsecondary Education in Louisiana (increase the educational attainment of the State's adult population to the Southern Regional Education Board (SREB) States' average by 2025).

IMPLEMENTATION DATE (Semester and Year)

Fall 2017

## SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION

 Main Campus All Campuses Sites (list below)

Site 1: Frazier

Site 2:

Site 3

Site 4:

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>) 5 Stars 4 Stars 3 Stars 2 Stars 1 Star

## PLAN FOR PROVIDING QUALIFIED FACULTY (Check all that apply)

 Use Existing Faculty#: 2 Hire Adjunct Faculty

#:

 Hire Full-Time Faculty#: 1

## MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education:

Surgical Technology  
Associate of Science (ASST)

Experience:

A minimum total of 2 years of  
experience, either in the  
operating room scrub role or  
as an instructor in surgical  
technology, or a combination  
of both, within the past five  
year

Certification:

CST/CSPDT

## ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>	<u>10</u>	<u>12</u>	<u>15</u>	<u>20</u>	<u>20</u>
<u>EVENING</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**ANTICIPATED ENROLLMENT:**

Describe Process for Attaining & Estimating Enrollment:

The Associate of Science degree in Nursing program at Baton Rouge Community College currently admits the top 60 out of 200-300 applicants annually. The Diagnostic Medical Sonography program admits the top 10-12 applicants to its program each spring from a pool of 30-40. The Surgical Technology Program admits the top 15 out of 25-30 applicants. Students who qualify for nursing or allied health programs, but are not admitted due to limited space or missing one or two pre-requisite courses are an excellent pool for the Certificate of Sterile Processing Program. The Program will also appeal to students who need additional coursework to maintain a full time status while waiting to apply to alternate programs. Possession of certification as a Central Sterilization Processing and Distribution Technician (CSPDT) provides an opportunity for students to work in a healthcare setting while pursuing additional educational goals in healthcare.

**PROGRAM ACCREDITATION:**

Is Program Accreditation, Licensure or Certification Required?

Yes

No

If YES, please provide projected accreditation/licensure/certification date:

Type/Name of Program Accreditation, Licensure or Certification Required:

**DESCRIBE IMPLEMENTATION COSTS** (Include Faculty, Facilities, Library Resources, etc.)

Faculty: 1 additional 9 month faculty member (\$40,000 + benefits = \$58,000)

BRCC anticipates the need for one additional full-time faculty member to support this program. The projections found in the Surgical Technology Programs Schedule of Faculty Responsibilities form (Exhibit A\*) and the Surgical Technology Program Instructional Workload Form (Exhibit B\*) reflect two current faculty members of the Surgical Technology Program and one adjunct. Hiring one additional full-time faculty member will not only provide classroom and lab instruction for the sterile processing program, but also for the surgical technology program, replacing the need for the adjunct each spring semester. Direct clinical supervision is required for both the surgical technology and sterile processing programs for each clinical site that accepts students during each Fall and Spring semesters. BRCC has established clinical sites for students in the College's Surgical Technology Associate of Science (AS) program to receive practical training. Direct supervision of BRCC students by a BRCC faculty member is required at each of the clinical sites. Because sterile processing is critical for surgical procedures, there is a logical and well-established relationship in hospitals and clinics between sterile processing departments and surgical departments. As a result of this relationship, BRCC anticipates being able to provide practical training for students in both programs, under the supervision of one surgical technology faculty member at each site.

\* Attached

Facilities: \$0

No additional facilities or special buildings will be needed for the proposed program.



Baton Rouge Community College, Nursing and Allied Health Division located at the Frazier Site, 555 Julia Street in Baton Rouge, has sufficient space to support the proposed program's faculty and student needs. Lecture and lab facilities, offices, etc. will be provided at the BRCC Frazier Site. Roughly 2000 square feet of space has been identified for use as a surgical skills lab. The lab is equipped with surgical technology equipment and instrumentation donated by Our Lady of the Lake College. Additional equipment and supplies will be provided by BRCC as needed and is eligible for purchases through the Carl Perkins Grant.

The lab is currently only used by students enrolled in the Surgical Technology program two (2) days a week during the Spring semesters and four (4) days a week during the Summer semesters. The Sterile Processing Program will use the surgical technology classroom and a section of the surgical skills lab when not in use by the surgical technology program, making more efficient use of the space. The surgical skills lab is already set up and used for sterile processing by surgical technology students which makes it ideal for expanding the time it is used. Additional classroom space and computer labs are available at the Mid-City campus in the Governors, Louisiana and Cypress buildings as well. In addition, BRCC main campus offers a full range of student support and student resources.

Library Resources: \$0

No additional library resources will be needed.

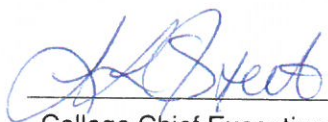
**PROGRAM CURRICULUM: See proposed Program of Study for the Sterile Processing Technical Competency Area (TCA), attached**

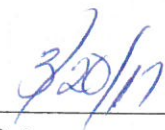
(Use the template below or insert separate attachment; all modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed)

**SIGNATURES:**

\_\_\_\_\_  
College Chief Academic Officer

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
College Chief Executive Officer

  
\_\_\_\_\_  
Date

## Proposed Program of Study for Baton Rouge Community College

### **Sterile Processing (Technical Competency Area)**

The Sterile Processing Technical Competency Area (TCA) is a one semester 4 credit-hour program which provides students with an integrated learning experience in knowledge, skills, values, and competencies to meet the workforce needs for sterile processing technicians in acute care and ambulatory hospital settings. The curriculum is based on the standards and recommendations of the Association for the Advancement of Medical Instrumentation (AAMI). Students who successfully complete the curriculum will qualify to sit for the International Sterile Processing Department Technician Certification (CSPDT) Exam administered by the Certification Board for Sterile Processing and Distribution (CBSPD).

#### **Admission Criteria**

Applicants must:

- Have a high school diploma or GED and be admitted to BRCC
- Have an entrance test score eligible to take ENGL 1013 and MATH 1113/1213
- \*Pass a Drug Screen
- \*Pass a Criminal Background Check

\*Due to the practicum portion of the Sterile Processing Basics Course

#### **Application Process**

The application for admission to the Sterile Processing TCA is available on the BRCC website. Sterile Processing Basics (HLSC 1204, see below) is offered every fall and spring semester. Applications will be processed and students will be accepted on a first come first serve basis until the class is full.

#### **Admission Process**

Students admitted to the Sterile Processing program will receive additional instructions regarding program requirements that include but are not limited to: submission of personal health history, results of a physical examination, a TB skin test and various immunizations as required by the clinical affiliates. Costs for all requirements are borne by the student.

#### **Program of Study**

Course		Credit Hours
HLSC 1204	Sterile Processing Basics	4
<b>Total Credit Hours for TCA:</b>		<b>4</b>

#### **Criminal Background Check**

Applicants to the Sterile Processing Program must pass a criminal background check, with all costs incurred by the student. Applicants who have been charged with, pled guilty or *nolo contendere* to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs may not be allowed to complete the practicum component of the program.

For more information, contact the Division of Nursing and Allied Health at 225-216-8044 or the Division of Nursing and Allied Health Advisor at 225-216-8879.

March, 15, 2017

The Board of Supervisors  
Louisiana's Community and Technical College System  
1212 Main Street  
Room 12123  
Baton Rouge, LA 70716

To LCTCS Board of Supervisors:

As the Nursing Manager of Our Lady of the Lake Regional Medical Center Sterile Processing Department, I am writing this letter of support for the Technical Competency Area in Sterile Processing. The Sterile Processing Technical Competency Area (TCA) is being submitted by Baton Rouge Community College as a one course, single term program to provide students with an integrated learning experience in knowledge, skills, values, and competencies to meet workforce needs for sterile processing technicians.

The goals of the Sterile Processing TCA is to prepare qualified individuals to become safe and competent Sterile Processing Technicians in a variety of healthcare facilities. The recent history of Baton Rouge Community College Allied Health department has demonstrated a commitment to developing high quality programs based on educational research and providing the support necessary to successfully implement these programs.

Research has consistently proven that individuals who obtain a certification in sterile processing possess the required competency to ensure patient safety through infection control. Due to a lack of educational programs currently available Sterile Processing Department (SPD) managers have been forced to hire individuals with little knowledge of biomedical instrumentation or infection control resulting in a large number of hours to train them on the job. The results of the formal Sterile Processing program will be beneficial in providing educated workforce for our community.

As the Nursing Manager of Our Lady of the Lake Regional Medical Center Sterile Processing Department, I highly support BRCC's Sterile Processing Program and believe the implementation of this program will provide individuals with the required education to work in a hospital, surgical center, or other institution that uses a central supply department throughout our community.

Respectfully,



J. Gabriel Poché, Jr., MSN, BSN | Nurse Manager, SPD

Our Lady of the Lake Regional Medical Center

5000 Hennessey Boulevard | Baton Rouge, LA 70808

225-765-8403 (w) | 225-278-6541 (c)

[gabe.poche@fmolhs.org](mailto:gabe.poche@fmolhs.org)



**SURGICAL TECHNOLOGY PROGRAM  
PROGRAM ADVISORY COMMITTEE**

YEAR:	2016
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<b>Advisory Committee Position Represented: <u>STUDENT</u></b>	
Name:	<b>Kiosha Elzy</b>
Place of Employment/Education:	Baton Rouge Community College
Professional Title:	<b>Surgical Technology Student</b>
Address:	32521 Alice St., White Castle, LA 70788
Contact:	225-716-2677

<b>Advisory Committee Position Represented: <u>GRADUATE</u></b>	
Name:	<b>Brock Holtzclaw, CST</b>
Place of Employment/Education:	<b>Our Lady of the Lake-RMC</b>
Professional Title:	<b>Robotic Specialist</b>
Address:	16510 Gallion Dr., Prairieville, LA 70769
Contact:	225-588-9800 nsudemonb@aol.com

<b>Advisory Committee Position Represented: <u>FACULTY</u></b>	
Name:	Eboni Saurage, CST, ASST, MS
Place of Employment/Education:	Baton Rouge Community College
Professional Title:	Director and Instructor Surgical Technology
Address:	201 Community College Dr, Baton Rouge, LA 70806
Contact:	225-216-8120 <a href="mailto:sauragee@mybrcc.edu">sauragee@mybrcc.edu</a>
Name:	Felicia McGhee, CST, AS, BA
Place of Employment/Education:	Baton Rouge Community College
Professional Title:	Clinical Coordinator Surgical Technology
Address:	201 Community College Dr, Baton Rouge, LA 70806
Contact:	225-216-8168 mcgheef@mybrcc.edu

<b>Advisory Committee Position Represented: <u>COLLEGE ADMINISTRATION</u></b>	
Name:	Dr. Toni Manogin
Place of Employment/Education:	Baton Rouge Community College
Professional Title:	Dean, Nursing and Allied Health Division
Address:	201 Community College Dr, Baton Rouge, LA 70806
Contact:	225-216-8594



Name:	Dominic Arman,
Place of Employment/Education:	Baton Rouge Community College
Professional Title:	Department Chair, Allied Health Instructor Medical Sonography Program
Address:	201 Community College Dr, Baton Rouge, LA 70806
Contact:	225-216-8781

Advisory Committee Position Represented: <b>PHYSICIAN</b>	
Name:	<b>Alec Hirsch, MD</b>
Place of Employment/Education:	<b>General Surgery Associates</b>
Professional Title:	<b>MD</b>
Address:	500 Rue de la Vie Suite 407, Baton Rouge, LA 70817
Contact:	<b>225-215-7588</b> <a href="mailto:hirsch6@cox.net">hirsch6@cox.net</a>
Name:	<b>Jonathan Taylor, MD</b>
Place of Employment/Education:	<b>Baton Rouge Clinic</b>
Professional Title:	<b>MD</b>
Address:	<i>7373 Perkins Road, Baton Rouge, Louisiana 70808</i>
Contact:	(225) 769-4044 <a href="mailto:jptaylor@brclinic.com">jptaylor@brclinic.com</a>

Advisory Committee Position Represented: <b>PUBLIC</b>	
Name:	Rhonda Harrel
Place of Employment/Education:	We Are The Difference, Inc.
Professional Title:	President
Address:	58260 Labauve Ave, Plaquemine, LA 70764
Contact:	225-385-9575 <a href="mailto:rhonda@wearethedifference.org">rhonda@wearethedifference.org</a>

Advisory Committee Position Represented: <b>PRACTICING CERTIFIED SURGICAL TECHNOLOGIST</b>	
Name:	Peggy R. Varnado CST-CSFA
Place of Employment/Education:	North Oaks Medical Center
Professional Title:	ENT/Neuro/Plastics Team Leader
Address:	15790 Paul Vega MD. Drive, Hammond, LA 70403
Contact:	985-230-6610, <a href="mailto:varnadop@northoaks.org">varnadop@northoaks.org</a> 225-335-9539
Certification #:	97659



Advisory Committee Position Represented: <b>EMPLOYER</b>	
Name:	<b>Pedrina Blouin</b>
Place of Employment/Education:	<b>OLOL Regional Medical Center</b>
Professional Title:	<b>Director Surgical Services</b>
Address:	<b>7777 Hennessey Blvd, Baton Rouge, LA 70808</b>
Contact:	<b>225-765-8830</b> <a href="mailto:Pedrina.Blouin@ololrmc.org">Pedrina.Blouin@ololrmc.org</a>

Advisory Committee Position Represented: Employer	
Name:	<b>Becky Glasscock, RN</b>
Place of Employment/Education:	<b>North Oaks Medical Center</b>
Professional Title:	<b>OR Nurse Educator</b>
Address:	<b>15790 Paul Vega MD. Drive, Hammond, LA 70403</b>
Contact:	<b>985-230-6610</b>

Advisory Committee Position Represented: Employer	
Name:	<b>Kari Ulrich, RN, BSN</b>
Place of Employment/Education:	<b>Baton Rouge General Medical Center</b>
Professional Title:	<b>OR Orientation Coordinator</b>
Address:	<b>8595 Picardy Avenue Baton Rouge, LA 70809</b>
Contact:	<b>225-763-4681</b> <a href="mailto:kari.ulrich@brgeneral.org">kari.ulrich@brgeneral.org</a>

**Other Miscellaneous Committee Members:**

Advisory Committee Position Represented: Program Founder	
Name:	<b>Ann Lauret, CST, BS, FAST</b>
Place of Employment/Education:	<b>Retired: Our Lady of the Lake College</b>
Professional Title:	<b>Retired: Program Founder</b>
Address:	<b>23015 Short St</b>
Contact:	<b>225-687-7476</b>

51.0816	Speech-Language Pathology Assistant	0
51.0899	Allied Health and Medical Assisting Services, Other.	3
51.0901	Cardiovascular Technology/Technologist.	5
51.0902	Electrocardiograph Technology/Technician.	5
51.0903	Electroneurodiagnostic/Electroencephalographic Technology/Technologist	5
51.0904	Emergency Medical Technology/Technician (EMT Paramedic)	5
51.0905	Nuclear Medical Technology/Technologist.	5
51.0906	Perfusion Technology/Perfusionist.	5
51.0907	Medical Radiologic Technology/Science - Radiation Therapist	5
51.0908	Respiratory Care Therapy/Therapist.	5
51.0909	Surgical Technology/Technologist.	5
51.0910	Diagnostic Medical Sonography/Sonographer and Ultrasound Technician	5
51.0911	Radiologic Technology/Science - Radiographer.	4
51.0912	Physician Assistant.	5
51.0913	Athletic Training/Trainer.	4
51.0914	Gene/Genetic Therapy.	0
51.0915	Cardiopulmonary Technology/Technologist	4
51.0916	Radiation Protection/Health Physics Technician.	3
51.0917	Polysomnography.	0
51.0918	Hearing Instrument Specialist.	0
51.0919	Mammography Technician/Technology	4
51.0920	Magnetic Resonance Imaging (MRI) Technology/Technician	4
51.0999	Allied Health Diagnostic, Intervention, and Treatment Professions, Other	0
51.1001	Blood Bank Technology Specialist.	5
51.1002	Cytotechnology/Cytotechnologist	5
51.1003	Hematology Technology/Technician.	5
51.1004	Clinical/Medical Laboratory Technician.	5
51.1005	Clinical Laboratory Science/Medical Technology/Technologist	5
51.1006	Ophthalmic Laboratory Technology/Technician	3
51.1007	Histologic Technology/Histotechnologist.	4
51.1008	Histologic Technician.	4
51.1009	Phlebotomy Technician/Phlebotomist.	2
51.1010	Cytogenetics/Genetics/Clinical Genetics Technology/Technologist	4
51.1011	Renal/Dialysis Technologist/Technician.	0
51.1012	Sterile Processing Technology/Technician.	4
51.1099	Clinical/Medical Laboratory Science and Allied Professions, Other	4
51.1101	Pre-Dentistry Studies.	3
51.1102	Pre-Medicine/Pre-Medical Studies.	3
51.1103	Pre-Pharmacy Studies.	0
51.1104	Pre-Veterinary Studies.	0
51.1105	Pre-Nursing Studies.	0
51.1106	Pre-Chiropractic Studies.	0
51.1107	Pre-Occupational Therapy Studies.	0
51.1108	Pre-Optometry Studies.	0
51.1109	Pre-Physical Therapy Studies.	0
51.1199	Health/Medical Preparatory Programs, Other.	3
51.1201	Medicine.	5
51.1401	Medical Scientist.	4
51.1501	Substance Abuse/Addiction Counseling.	4
51.1502	Psychiatric/Mental Health Services Technician.	2
51.1503	Clinical/Medical Social Work.	4
51.1504	Community Health Services/Liaison/Counseling.	4
51.1505	Marriage and Family Therapy/Counseling.	2
51.1506	Clinical Pastoral Counseling/Patient Counseling.	4
51.1507	Psychoanalysis and Psychotherapy	4
51.1508	Mental Health Counseling/Counselor.	4
51.1509	Genetic Counseling/Counselor.	0
51.1599	Mental and Social Health Services and Allied Professions, Other	0
51.1701	Optometry.	4
51.1801	Opticianry/Ophthalmic Dispensing Optician.	3
51.1802	Optometric Technician/Assistant.	3
51.1803	Ophthalmic Technician/Technologist.	3
51.1804	Orthoptics/Orthoptist.	3
51.1899	Ophthalmic and Optometric Support Services and Allied Professions, Other	0
51.1901	Osteopathic Medicine/Osteopathy.	5
51.2001	Pharmacy.	5
51.2002	Pharmacy Administration and Pharmacy Policy and Regulatory Affairs	5
51.2003	Pharmaceutics and Drug Design.	5
51.2004	Medicinal and Pharmaceutical Chemistry.	5
51.2005	Natural Products Chemistry and Pharmacognosy	5
51.2006	Clinical and Industrial Drug Development.	5
51.2007	Pharmacoeconomics/Pharmaceutical Economics.	5
51.2008	Clinical, Hospital, and Managed Care Pharmacy	5
51.2009	Industrial and Physical Pharmacy and Cosmetic Sciences	5
51.2010	Pharmaceutical Sciences.	5

**State of Louisiana**  
**Long Term Projections for All Occupations to 2024**  
**(in order by occupational code)**

Star Rating <sup>1</sup>	Stars	Occ. Code <sup>2</sup>	Occupational Title <sup>3</sup>	2014 Estimate <sup>5</sup>	2024 Projected Growth <sup>6</sup>	10 Year New Growth <sup>7</sup>	Annual Replacement <sup>8</sup>	Annual Total Openings <sup>9</sup>	2015 State Annual Average Wage <sup>10</sup>	2015 State Hourly Avg. Wage - Lowest 10% <sup>11</sup>	2015 State Annual Avg. Wage - Lowest 10% <sup>12</sup>	2015 State Hourly Avg. Wage - Highest 10% <sup>13</sup>	2015 State Annual Wage - Highest 10% <sup>14</sup>	Most Significant Source of Education or Training <sup>15</sup>	Work Experience	Job Training	Occupational License Required <sup>16</sup>
***	3	31-9093	Medical Equipment Preparers	360	410	50	10	20	\$28,374	\$10.02	\$20,837	\$18.22	\$37,897	Postsecondary non-degree award	None	Moderate-term on-the-job training	

<sup>1</sup> Stars represent occupational outlook and wages. Five star occupations have the best outlook and pay the highest wages. Star ratings are being revised to reflect changes and wages and long term projections and will be added once the revisions are complete.

<sup>2</sup> Unique code assigned to each occupation describing knowledge, skills and abilities necessary to perform a variety of activities and tasks.

<sup>3</sup> Title of the occupation.

<sup>4</sup> 2014 Annual Average employment from employer payroll files, with estimates for self-employed and unpaid for 2024. Projected employment estimate includes new jobs and replacement needs of employers.

<sup>5</sup> Projected 10 year growth or decline in an occupation.

<sup>6</sup> Number of projected new jobs for the occupation.

<sup>7</sup> Number of job needed to fill those workers retiring or leaving an occupation.

<sup>8</sup> Annual job openings as a function of replacement demand (retirements + turnover) + new growth.

<sup>9</sup> Annual average wage for all workers in this occupation.

<sup>10</sup> Average hourly wage for lowest 10 percent of workers in this occupation.

<sup>11</sup> Average annual wage for lowest 10 percent of workers in this occupation.

<sup>12</sup> Average hourly wage for highest 10 percent of workers in this occupation.

<sup>13</sup> Annual average wage of highest 10 percent of workers in this occupation.

<sup>14</sup> Most Significant Source of Education- Researched and designated by the Bureau of Labor Statistics (BLS)

<sup>15</sup> Long-Term Tng. & Exp. = Long-Term training and experience (more than 12 months of on-the-job training)

Mod-term Tng. & Exp. = Moderate-term training and experience (1 to 12 months of combined on-the-job

Short-term Tng. & Exp. = Short-term training and experience (up to 1 month of on-the-job experience)

<sup>16</sup> Louisiana Licensing Guide reference describing those occupations regulated by state boards, commissions or agencies.

NA - Wages from the 2015 Occupational Wage Survey were not available because of confidentiality, or only annual wages are available for most of the education related occupations.

<http://www.laworks.net/Downloads/LMI/licensingguide.pdf>



**EXHIBIT A**

**SURGICAL TECHNOLOGY PROGRAM  
SCHEDULE OF FACULTY RESPONSIBILITIES**

Below, lists the instructor's specific teaching and non-teaching assignments as well as the percentage of the total time allotted to the program for each responsibility.

Program Director-Saurage		Clinical Coordinator-McGhee		
<u>Responsibility:</u>	<u>Actual Hours/week</u>	<u>% Time Allotted (%/oused)</u>	<u>Actual Hours/week</u>	<u>% Time Allotted (%/oused)</u>
<b>Instruction</b> didactic, lab, and clinical courses-direct student contact time *DOES NOT INCLUDE CLASS PREPARATION *DOES NOT INCLUDE STUDENT OUTCOME ASSESSMENT	27.5 hours	60% (93.7%)	25.5 hours	70% (88.7%)
	10 hours		10 hours	
<b>Scheduled Office hours for Advising and Conferences</b>				
<b>Administrative duties</b> (course schedules, catalog revisions budget, faculty evaluations, textbook request, annual program assessment and assessment of student learning outcomes, annual ARC/STSA report, annual BoR Report annual employer and graduate surveys, grant report, clinical affiliates contracts)	16 hours	40% (30%)	12 hours	30% (30%)
<b>College Service: Curriculum and Courses Committee</b>	1 hour	(2.5%)	1 hour	(2.5%)
<b>Service to Profession:</b> Secretary, Louisiana State Assembly of Surgical Technologist	1 hour	(2.5%)	1 hour	(2.5%)
<b>Professional Development</b>	1 hour	(2.5%)	1 hour	(2.5%)
<b>TOTAL</b>	56.5 hours	141.2%	50.5 hours	126.2%
<b>OVERAGE:</b>	16.5 hours	(41.2%)	10.5 hours	(26.2%)
<b>CURRENT FALL OVERAGE</b>			27 hours	(67.4%)

<b>SPRING</b>		Clinical Coordinator-McGhee		
<u>Responsibility:</u>	<u>Actual Hours/week</u>	<u>% Time Allotted (%used)</u>	<u>Actual Hours/week</u>	<u>% Time Allotted (%used)</u>
<b>Instruction</b> didactic, lab, and clinical courses- direct student contact time *DOES NOT INCLUDE CLASS PREPARATION *DOES NOT INCLUDE STUDENT OUTCOME ASSESSMENT	27 hours	60% (92.5%)	33 hours	70% (108.75%)
<b>Scheduled Office hours for Advising and Conferences</b>	10 hours		10 hours	
<b>Administrative duties</b> (course schedules, catalog revisions budget, faculty evaluations, textbook request, annual program assessment and assessment of student learning outcomes, annual ARC/STSA report, annual BoR Report annual employer and graduate surveys, grant report, clinical affiliates contracts)	16 hours	40% (40%)	12 hours	30% (30%)
<b>College Service: Curriculum and Courses Committee</b>	1 hour	(2.5%)	1 hour	(2.5%)
<b>Service to Profession:</b> Secretary, Louisiana State Assembly of Surgical Technologist	1 hour	(2.5%)	1 hour	(2.5%)
<b>Professional Development</b>	1 hour	(2.5%)	1 hour	(2.5%)
<b>TOTAL</b>	56 hours	140%	58 hours	(146.25%)
<b>OVERAGE:</b>	16.5 hours	(41.2%)	18 hours	(46.25%)
<b>CURRENT SPRING OVERAGE</b>			34 hours	(87.45%)

<b>CURRENT FALL OVERAGE</b>	27 hours	(67.4%)
<b>CURRENT SPRING OVERAGE</b>	34 hours	(87.45%)
<b>CURRENT SPRING ADJUNCT</b>	16 hours	40%
<b>Total Overage Requesting a 9 month position</b>	77 hours	(194.85%)

Based on the projected number of students discussed in the proposal and contact hours required to carry out the new course, the projected faculty needs for the first five years of the proposed program is depicted below. These projections reflect two current faculty members of the Surgical Technology Program and one additional nine month employee who can provide classroom and lab instruction for the sterile processing certificate program as well as support the semester overloads being covered by current 12 month faculty as well as 1 adjunct for the surgical technology program. Direct clinical supervision is required for both the surgical technology program and the sterile processing program for each clinical site that accepts students during each Fall and Spring semesters. Due to the close relationship between sterile processing departments and surgical services, it is feasible that surgical technology faculty can provide dual supervisory duties between the two departments in order to expand the number of clinical sites available to offer practical education for the sterile processing program as well as the surgical technology program.

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Surgical Tech./Sterile Processing Program Manager (Already on Faculty)	0	0	0	0	0
Surgical Tech./Sterile Processing Clinical Coordinator (Already on Faculty)	0	0	0	0	0
Nine Month Instructor	1	1	1	1	1
<b>Total New Faculty Needed</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**EXHIBIT B**

<p><b>SURGICAL TECHNOLOGY PROGRAM INSTRUCTIONAL WORKLOAD</b></p>
--

Semester	Course	Course Type	Credit Hour	Contact Hour (per week)	Actual Faculty Workload Hours
Fall	HLSC 101	Lecture Course	2 CH	2	2
	SURT 210	Lecture Course	3 CH	3	3
	SURT 220 (2 Sites)	Practicum/Clinical	7 CH	24	48
Total workload for Fall					53
Spring	HLSC 101	Lecture Course	2 CH	2	2
	SURT 102	Lecture Course	3 CH	3	3
	SURT 102L (2 sections)	Lab	1 CH	3	6
	SURT 225 (2 Sites)	Practicum/Clinical	9 CH	32	64
Total workload for Spring					75
<b>Total instructional workload for 2015-2016</b>					<b>128</b>

Semester	Course	Course Type	Credit Hour	Contact Hour (per week)	Actual Faculty Workload Hours
Fall	HLSC 1012	Lecture Course	2 CH	2	2
	proposed HLSC 1204	Lecture/Lab/Practicum	4 CH	10	10
	SURT 2103	Lecture Course	3 CH	3	3
	SURT 2207 (2 Sites)	Practicum/Clinical	7 CH	24	48
Total workload for Fall					63
Spring	HLSC 1012	Lecture Course	2 CH	2	2
	proposed HLSC 1204	Lecture/Lab/Practicum	4 CH	10	10
	SURT 1023	Lecture Course	3 CH	3	3
	SURT 1021 (2 sections)	Lab	1 CH	3	6
	SURT 2259 (2 Sites)	Practicum/Clinical	9 CH	32	64
Total workload for Spring					85
<b>Total instructional workload for 2016-2017</b>					<b>148</b>

# Occupational Employment Statistics

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## Occupational Employment and Wages, May 2015

### 31-9093 Medical Equipment Preparers

Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.

- [National estimates for this occupation](#)
- [Industry profile for this occupation](#)
- [Geographic profile for this occupation](#)

#### National estimates for this occupation: [Top](#)

Employment estimate and mean wage estimates for this occupation:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
50,330	1.5 %	\$16.80	\$34,950	0.4 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$11.07	\$13.12	\$16.02	\$19.39	\$23.79
Annual Wage <a href="#">(2)</a>	\$23,030	\$27,300	\$33,330	\$40,330	\$49,480

#### Industry profile for this occupation: [Top](#)

Industries with the highest published employment and wages for this occupation are provided. For a list of all industries with employment in this occupation, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in this occupation:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">General Medical and Surgical Hospitals</a>	35,540	0.67	\$16.96	\$35,280
<a href="#">Outpatient Care Centers</a>	3,620	0.49	\$17.50	\$36,400
<a href="#">Offices of Physicians</a>	2,850	0.11	\$16.78	\$34,910
<a href="#">Offices of Dentists</a>	2,550	0.28	\$13.50	\$28,090
<a href="#">Specialty (except Psychiatric and Substance Abuse) Hospitals</a>	780	0.31	\$18.41	\$38,290

Industries with the highest concentration of employment in this occupation:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">General Medical and Surgical Hospitals</a>	35,540	0.67	\$16.96	\$35,280
<a href="#">Outpatient Care Centers</a>	3,620	0.49	\$17.50	\$36,400
<a href="#">Specialty (except Psychiatric and Substance Abuse) Hospitals</a>	780	0.31	\$18.41	\$38,290
<a href="#">Offices of Dentists</a>	2,550	0.28	\$13.50	\$28,090
<a href="#">Consumer Goods Rental</a>	330	0.21	\$16.55	\$34,430

Top paying industries for this occupation:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Management of Companies and Enterprises</a>	90	<a href="#">(7)</a>	\$22.32	\$46,420
<a href="#">Federal Executive Branch (OES Designation)</a>	30	<a href="#">(7)</a>	\$18.85	\$39,210
<a href="#">Specialty (except Psychiatric and Substance Abuse) Hospitals</a>	780	0.31	\$18.41	\$38,290

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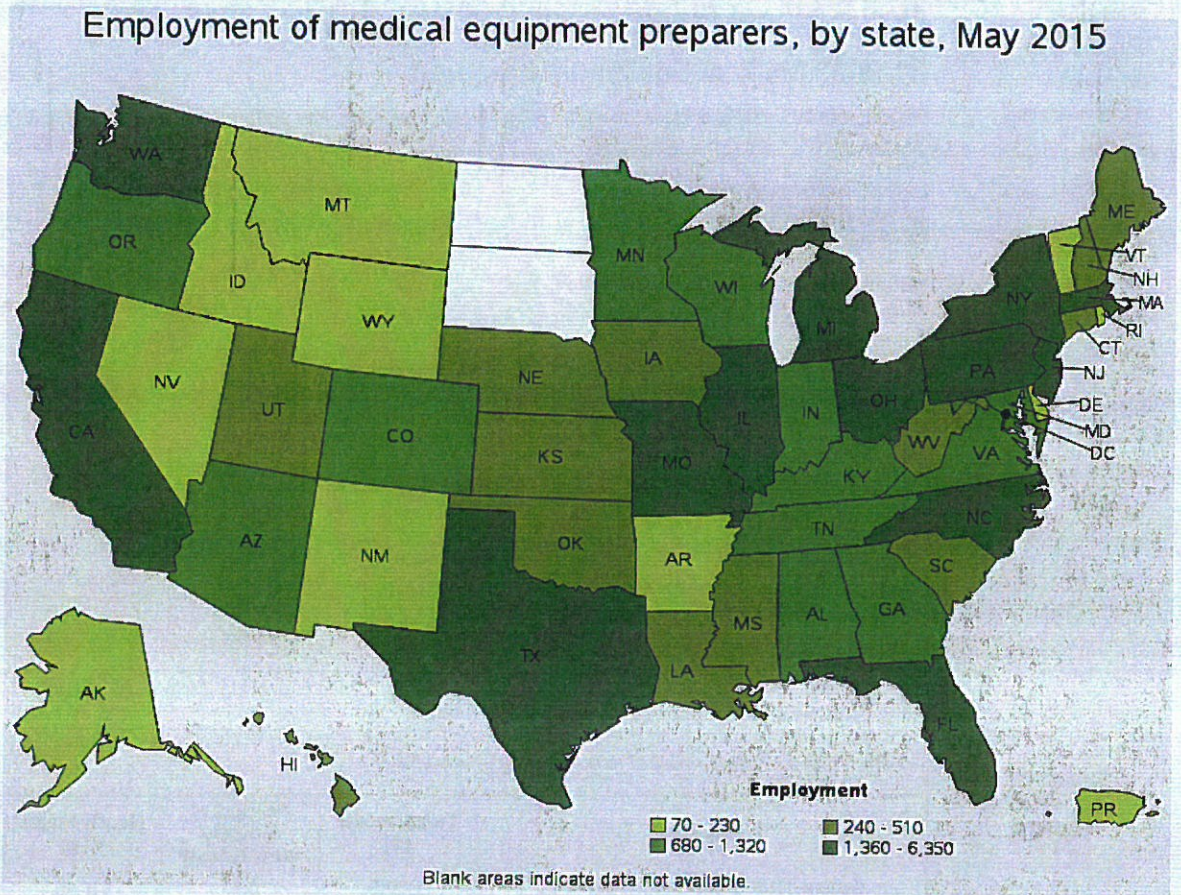
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Medical Equipment Preparers

<a href="#">Employment Services</a>	510	0.01	\$18.37	\$38,210
<a href="#">Colleges, Universities, and Professional Schools</a>	750	0.03	\$17.76	\$36,930

**Geographic profile for this occupation: [Top](#)**

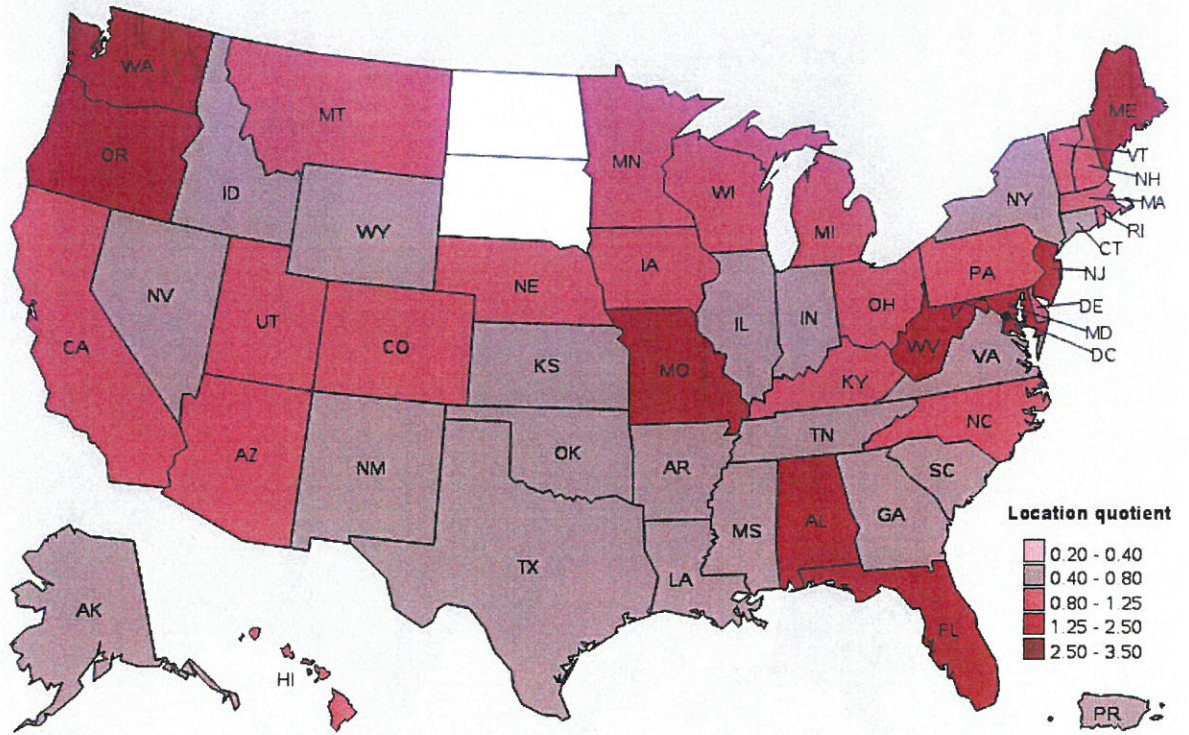
States and areas with the highest published employment, location quotients, and wages for this occupation are provided. For a list of all areas with employment in this occupation, see the [Create Customized Tables](#) function.



States with the highest employment level in this occupation:

State	Employment <a href="#">(1)</a>	Employment per thousand jobs	Location quotient <a href="#">(9)</a>	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">California</a>	6,350	0.41	1.12	\$21.69	\$45,120
<a href="#">Florida</a>	4,270	0.54	1.48	\$14.05	\$29,220
<a href="#">Texas</a>	3,300	0.29	0.78	\$15.02	\$31,250
<a href="#">New York</a>	2,370	0.26	0.72	\$18.48	\$38,440
<a href="#">Ohio</a>	2,330	0.44	1.21	\$15.24	\$31,700

### Location quotient of medical equipment preparers, by state, May 2015

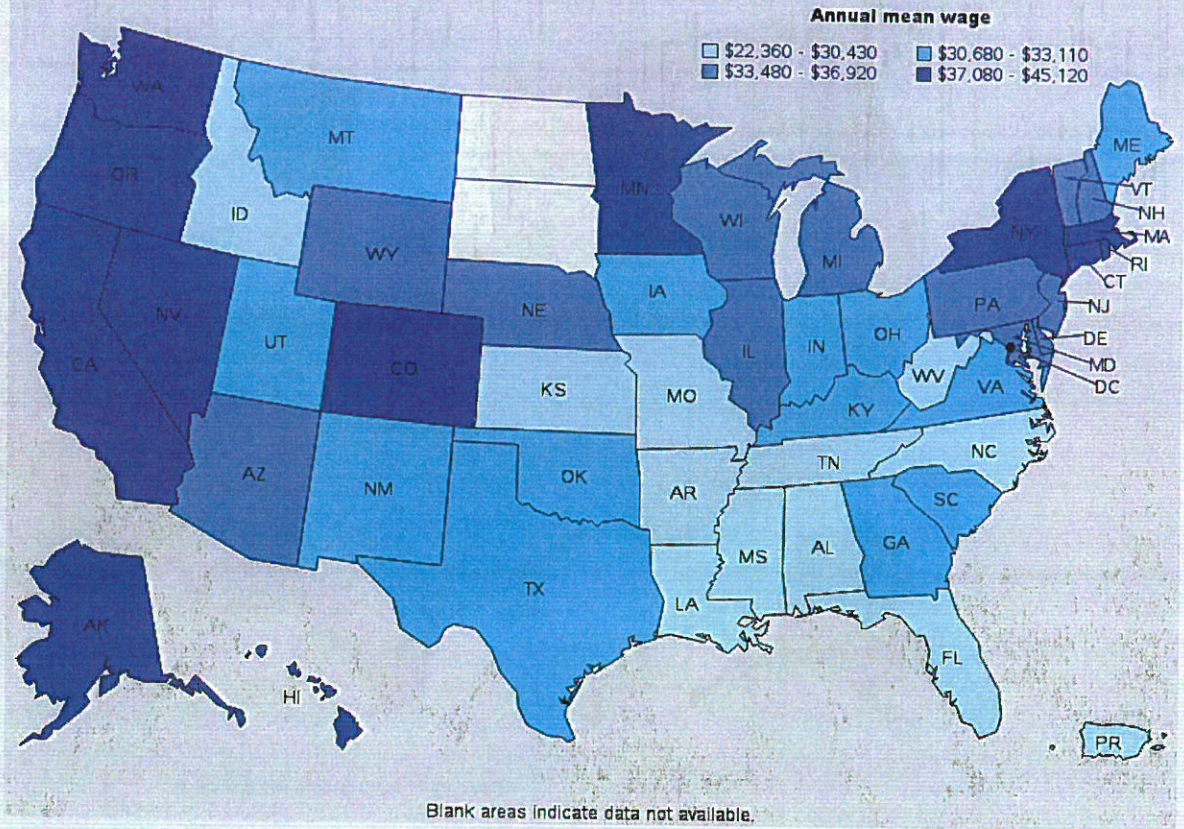


Blank areas indicate data not available.

States with the highest concentration of jobs and location quotients in this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<a href="#">Oregon</a>	1,140	0.66	1.80	\$18.41	\$38,300
<a href="#">Alabama</a>	1,180	0.62	1.71	\$12.40	\$25,800
<a href="#">Maine</a>	360	0.61	1.67	\$15.40	\$32,030
<a href="#">New Jersey</a>	2,170	0.56	1.52	\$17.22	\$35,810
<a href="#">Florida</a>	4,270	0.54	1.48	\$14.05	\$29,220

### Annual mean wage of medical equipment preparers, by state, May 2015

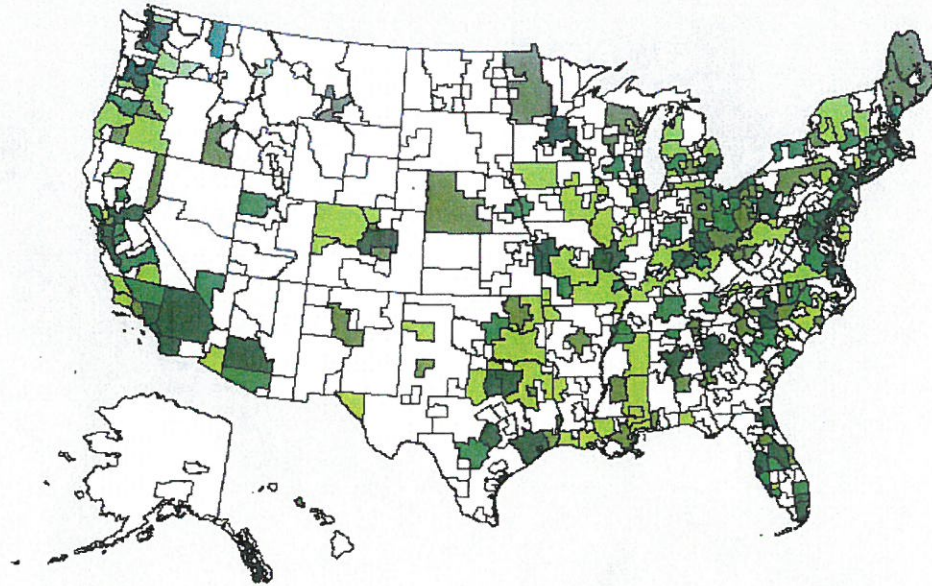


Top paying States for this occupation:

State	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
California	6,350	0.41	1.12	\$21.69	\$45,120
Alaska	90	0.27	0.74	\$20.44	\$42,520
Nevada	230	0.19	0.51	\$20.40	\$42,420
District of Columbia	190	0.28	0.78	\$20.22	\$42,060
Massachusetts	1,480	0.43	1.19	\$20.16	\$41,930



## Employment of medical equipment preparers, by area, May 2015



## Employment

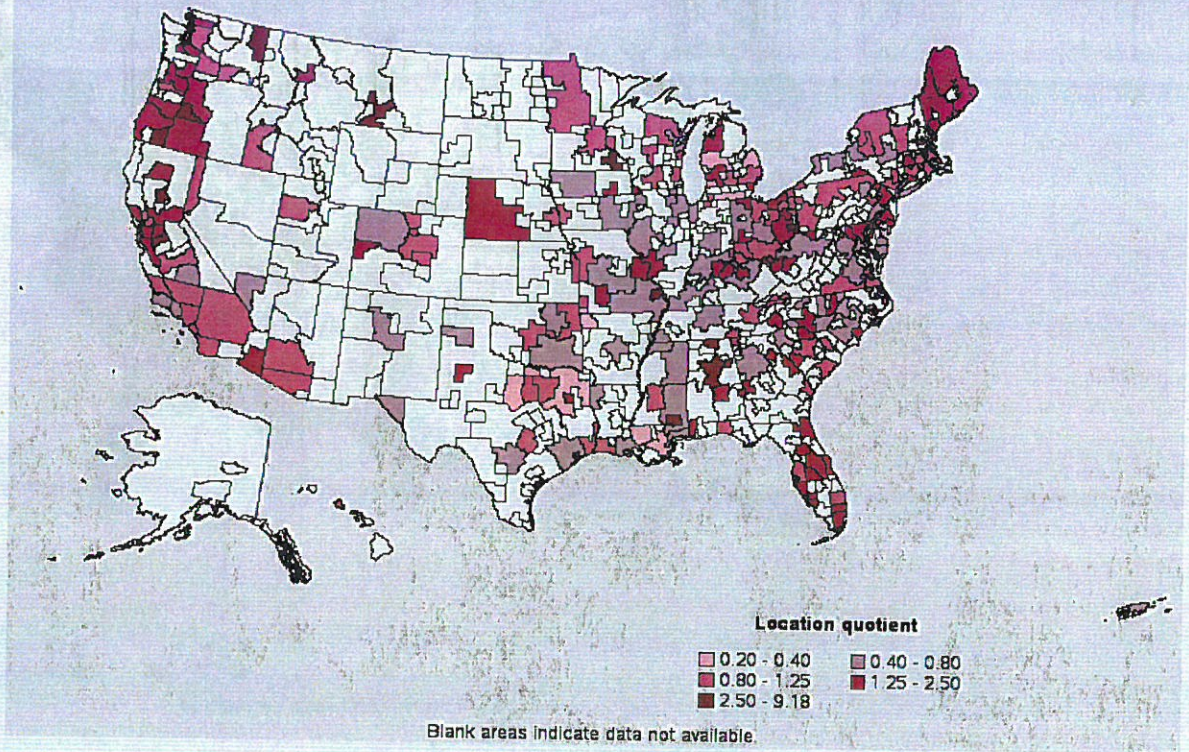


Blank areas indicate data not available

Metropolitan areas with the highest employment level in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<a href="#">New York-Jersey City-White Plains, NY-NJ Metropolitan Division</a>	2,270	0.35	0.96	\$18.48	\$38,440
<a href="#">Los Angeles-Long Beach-Glendale, CA Metropolitan Division</a>	1,520	0.37	1.02	\$20.10	\$41,810
<a href="#">Baltimore-Columbia-Towson, MD</a>	850	0.65	1.77	\$17.42	\$36,240
<a href="#">Boston-Cambridge-Newton, MA NECTA Division</a>	800	0.45	1.24	\$21.07	\$43,830
<a href="#">Chicago-Naperville-Arlington Heights, IL Metropolitan Division</a>	770	0.22	0.59	\$17.93	\$37,290
<a href="#">Phoenix-Mesa-Scottsdale, AZ</a>	760	0.40	1.11	\$18.48	\$38,430
<a href="#">Orlando-Kissimmee-Sanford, FL</a>	740	0.66	1.80	\$14.40	\$29,960
<a href="#">Houston-The Woodlands-Sugar Land, TX</a>	730	0.25	0.69	\$16.22	\$33,730
<a href="#">St. Louis, MO-IL</a>	720	0.55	1.50	\$14.71	\$30,610
<a href="#">Portland-Vancouver-Hillsboro, OR- WA</a>	710	0.65	1.78	\$20.22	\$42,060

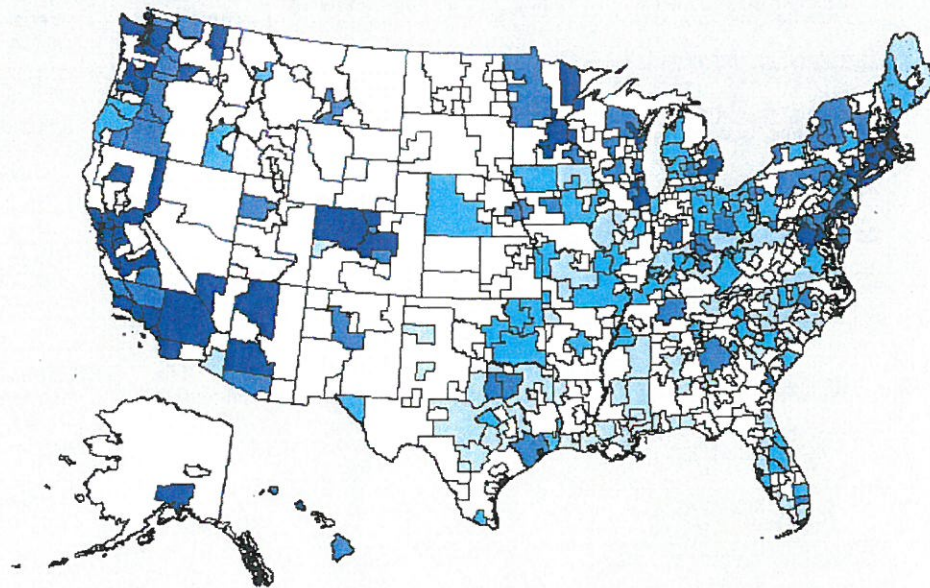
### Location quotient of medical equipment preparers, by area, May 2015



Metropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<a href="#">Rochester, MN</a>	370	3.35	9.18	\$17.18	\$35,740
<a href="#">Cape Girardeau, MO-IL</a>	110	2.65	7.25	(8)	(8)
<a href="#">Chico, CA</a>	130	1.73	4.74	(8)	(8)
<a href="#">Anniston-Oxford-Jacksonville, AL</a>	60	1.45	3.96	\$10.75	\$22,360
<a href="#">Modesto, CA</a>	220	1.32	3.62	\$19.23	\$40,000
<a href="#">Medford, OR</a>	90	1.17	3.21	\$16.95	\$35,260
<a href="#">Bend-Redmond, OR</a>	70	1.07	2.93	\$16.85	\$35,050
<a href="#">Wheeling, WV-OH</a>	60	1.03	2.82	\$13.94	\$29,000
<a href="#">Billings, MT</a>	80	0.97	2.65	\$15.75	\$32,760
<a href="#">Cape Coral-Fort Myers, FL</a>	230	0.96	2.63	\$13.99	\$29,110

## Annual mean wage of medical equipment preparers, by area, May 2015



## Annual mean wage

□ \$20,830 - \$29,210	■ \$29,310 - \$32,420
■ \$32,430 - \$36,620	■ \$36,630 - \$56,630

Blank areas indicate data not available

Top paying metropolitan areas for this occupation:

Metropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<a href="#">Vallejo-Fairfield, CA</a>	60	0.45	1.24	\$27.23	\$56,630
<a href="#">San Francisco-Redwood City-South San Francisco, CA Metropolitan Division</a>	260	0.25	0.69	\$26.49	\$55,100
<a href="#">Oakland-Hayward-Berkeley, CA Metropolitan Division</a>	530	0.50	1.38	\$25.17	\$52,340
<a href="#">Sacramento--Roseville--Arden-Arcade, CA</a>	550	0.63	1.73	\$24.76	\$51,500
<a href="#">San Jose-Sunnyvale-Santa Clara, CA</a>	470	0.46	1.27	\$23.65	\$49,190
<a href="#">San Rafael, CA Metropolitan Division</a>	(8)	(8)	(8)	\$23.45	\$48,780
<a href="#">Las Vegas-Henderson-Paradise, NV</a>	140	0.15	0.41	\$22.61	\$47,020
<a href="#">Oxnard-Thousand Oaks-Ventura, CA</a>	80	0.27	0.73	\$22.15	\$46,080
<a href="#">Framingham, MA NECTA Division</a>	60	0.32	0.89	\$21.90	\$45,550
<a href="#">Fresno, CA</a>	140	0.41	1.13	\$21.52	\$44,770

Nonmetropolitan areas with the highest employment in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<a href="#">North Northeastern Ohio non-metropolitan area (non-contiguous)</a>	110	0.33	0.89	\$15.59	\$32,420
<a href="#">Southwest Maine nonmetropolitan area</a>	90	0.45	1.25	\$15.38	\$31,980
<a href="#">Northwest Minnesota nonmetropolitan area</a>	80	0.42	1.16	\$16.94	\$35,230
<a href="#">Eastern Ohio nonmetropolitan area</a>	70	0.51	1.41	\$14.54	\$30,250

## Medical Equipment Preparers

<a href="#">Northeastern Wisconsin nonmetropolitan area</a>	60	0.31	0.84	\$16.31	\$33,920
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Nonmetropolitan areas with the highest concentration of jobs and location quotients in this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<a href="#">Northeast Maine nonmetropolitan area</a>	60	0.86	2.36	\$13.69	\$28,470
<a href="#">South Coast Oregon nonmetropolitan area</a>	50	0.85	2.34	\$14.71	\$30,610
<a href="#">Central Oregon nonmetropolitan area</a>	30	0.58	1.59	\$17.32	\$36,020
<a href="#">Central Nebraska nonmetropolitan area</a>	60	0.54	1.47	\$15.20	\$31,620
<a href="#">Eastern Ohio nonmetropolitan area</a>	70	0.51	1.41	\$14.54	\$30,250

Top paying nonmetropolitan areas for this occupation:

Nonmetropolitan area	Employment (1)	Employment per thousand jobs	Location quotient (9)	Hourly mean wage	Annual mean wage (2)
<a href="#">Northwest Colorado nonmetropolitan area</a>	30	0.27	0.75	\$20.13	\$41,880
<a href="#">Northwest Washington nonmetropolitan area</a>	(8)	(8)	(8)	\$19.95	\$41,490
<a href="#">Central Oregon nonmetropolitan area</a>	30	0.58	1.59	\$17.32	\$36,020
<a href="#">Capital/Northern New York nonmetropolitan area</a>	50	0.35	0.96	\$17.15	\$35,670
<a href="#">Northwest Minnesota nonmetropolitan area</a>	80	0.42	1.16	\$16.94	\$35,230

[About May 2015 National, State, Metropolitan, and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

These estimates are calculated with data collected from employers in all industry sectors, all metropolitan and nonmetropolitan areas, and all states and the District of Columbia. The top employment and wage figures are provided above. The complete list is available in the [downloadable XLS files](#).

The percentile wage estimate is the value of a wage below which a certain percent of workers fall. The median wage is the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more than the median. [More about percentile wages](#).

- (1) Estimates for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.
- (2) Annual wages have been calculated by multiplying the hourly mean wage by a "year-round, full-time" hours figure of 2,080 hours; for those occupations where there is not an hourly wage published, the annual wage has been directly calculated from the reported survey data.
- (3) The relative standard error (RSE) is a measure of the reliability of a survey statistic. The smaller the relative standard error, the more precise the estimate.
- (7) The value is less than .005 percent of industry employment.
- (8) Estimate not released.
- (9) The location quotient is the ratio of the area concentration of occupational employment to the national average concentration. A location quotient greater than one indicates the occupation has a higher share of employment than average, and a location quotient less than one indicates the occupation is less prevalent in the area than average.

Other OES estimates and related information:

[May 2015 National Occupational Employment and Wage Estimates](#)

[May 2015 State Occupational Employment and Wage Estimates](#)

[May 2015 Metropolitan and Nonmetropolitan Area Occupational Employment and Wage Estimates](#)

[May 2015 National Industry-Specific Occupational Employment and Wage Estimates](#)

[May 2015 Occupation Profiles](#)

[Technical Notes](#)

**Last Modified Date:** March 30, 2016

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U.S. Bureau of Labor Statistics | Division of Occupational Employment Statistics, PSB Suite 2135, 2 Massachusetts Avenue, NE Washington, DC 20212-0001  
[www.bls.gov/OES](http://www.bls.gov/OES) | Telephone: 1-202-691-6569 | [Contact OES](#)

# OCCUPATIONAL OUTLOOK HANDBOOK

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## Data for Occupations Not Covered in Detail

[EN ESPAÑOL](#) [PRINTER-FRIENDLY](#) 

Although employment for hundreds of occupations is covered in detail in the *Occupational Outlook Handbook*, this page presents summary data on additional occupations for which employment projections are prepared but detailed occupational information is not developed. For each occupation, the [Occupational Information Network](#) (O\*NET) code, the occupational definition, 2014 employment, the May 2015 median annual wage, the projected employment change and growth rate from 2014 to 2024, and education and training categories are presented.

Occupational Groups (Note—click a link below to scroll the page to the occupational group):

[Management occupations](#)[Business and financial operations occupations](#)[Computer and mathematical occupations](#)[Architecture and engineering occupations](#)[Life, physical, and social science occupations](#)[Community and social service occupations](#)[Legal occupations](#)[Education, training, and library occupations](#)[Arts, design, entertainment, sports, and media occupations](#)[Healthcare practitioners and technical occupations](#)[Healthcare support occupations](#)[Protective service occupations](#)[Food preparation and serving related occupations](#)[Building and grounds cleaning and maintenance occupations](#)[Personal care and service occupations](#)[Sales and related occupations](#)[Office and administrative support occupations](#)[Farming, fishing, and forestry occupations](#)[Construction and extraction occupations](#)[Installation, maintenance, and repair occupations](#)[Production occupations](#)[Transportation and material moving occupations](#)

### Management occupations

#### Legislators

Develop, introduce or enact laws and statutes at the local, tribal, State, or Federal level. Includes only workers in elected positions.

2014 employment: **58,300**

May 2015 median annual wage: **\$41,260**  
 Projected employment change, 2014–24:  
 Number of new jobs: **23,600**  
 Growth rate: **23 percent (Much faster than average)**

Education and training:  
 Typical entry-level education: **High school diploma or equivalent**  
 Work experience in a related occupation: **None**  
 Typical on-the-job training: **None**

O\*NET:  
[29-2099.00 - Health Technologists and Technicians, All Other](#)  
[29-2099.01 - Neurodiagnostic Technologists](#)  
[29-2099.05 - Ophthalmic Medical Technologists](#)  
[29-2099.06 - Radiologic Technicians](#)  
[29-2099.07 - Surgical Assistants](#)

### Healthcare practitioners and technical workers, all other

All healthcare practitioners and technical workers not listed separately.

2014 employment: **44,200**  
 May 2015 median annual wage: **\$48,270**  
 Projected employment change, 2014–24:  
 Number of new jobs: **6,100**  
 Growth rate: **14 percent (Much faster than average)**

Education and training:  
 Typical entry-level education: **Postsecondary nondegree award**  
 Work experience in a related occupation: **None**  
 Typical on-the-job training: **None**

O\*NET:  
[29-9099.00 - Healthcare Practitioners and Technical Workers, All Other](#)  
[29-9099.01 - Midwives](#)

## Healthcare support occupations

### Medical equipment preparers

Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.

2014 employment: **52,000**  
 May 2015 median annual wage: **\$33,330**  
 Projected employment change, 2014–24:  
 Number of new jobs: **7,300**  
 Growth rate: **14 percent (Much faster than average)**

Education and training:  
 Typical entry-level education: **High school diploma or equivalent**  
 Work experience in a related occupation: **None**  
 Typical on-the-job training: **Moderate-term on-the-job training**

O\*NET:  
[31-9093.00 - Medical Equipment Preparers](#)

### Pharmacy aides



# O\*NET OnLine

## Summary Report for: 31-9093.00 - Medical Equipment Preparers

Updated 2016

Bright Outlook

Prepare, sterilize, install, or clean laboratory or healthcare equipment. May perform routine laboratory tasks and operate or inspect equipment.

**Sample of reported job titles:** Central Processing Technician (CPT), Central Service Technician (CST), Central Sterile Supply Technician (CSS Technician), Certified Registered Central Service Technician (CRCST), Instrument Technician, Sterile Preparation Technician, Sterile Processing and Distribution Technician (SPD Technician), Sterile Processing Technician, Sterile Technician, Sterilization Technician

View report: **Summary** Details Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Detailed Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#)

### Tasks

5 of 16 displayed

- ⊕ Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.
- ⊕ Clean instruments to prepare them for sterilization.
- ⊕ Record sterilizer test results.
- ⊕ Organize and assemble routine or specialty surgical instrument trays or other sterilized supplies, filling special requests as needed.
- ⊕ Examine equipment to detect leaks, worn or loose parts, or other indications of disrepair.

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### Tools & Technology

10 of 32 displayed

Tools used in this occupation:

- ⊕ **Bar code reader equipment** — Equipment bar code readers
- ⊕ **Chemical or gas sterilizers** — Ethylene oxide gas sterilizers; Gas sterilizers; Paracetic acid sterilizers; Plasma gas sterilizers
- ⊕ **Medical staff aprons or bibs** — Protective medical aprons
- ⊕ **Steam autoclaves or sterilizers** — Pressure steam autoclaves; Steam gravity sterilizers; Steam high vacuum sterilizers; Sterilizers
- ⊕ **Sterilization test packs and accessories** — Bowie Dick test packs

Technology used in this occupation:

- ⊕ **Data base user interface and query software** — Database software; Sharepoint Portal Server
- ⊕ **Electronic mail software** — Email software
- ⊕ **Office suite software** — Microsoft Office software



- ⊕ **Spreadsheet software** — Microsoft Excel 🔥
- ⊕ **Word processing software** — Microsoft Word

🔥 Hot Technology — a technology requirement frequently included in employer job postings.

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## Knowledge

All 5 displayed

- ⊕ **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- ⊕ **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- ⊕ **Biology** — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- ⊕ **Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- ⊕ **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

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## Skills



5 of 12 displayed

- ⊕ **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ⊕ **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- ⊕ **Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- ⊕ **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ⊕ **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

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## Abilities



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- ⊕ **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- ⊕ **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- ⊕ **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- ⊕ **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- ⊕ **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

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## Work Activities

+ 5 of 27 displayed

- + **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- + **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- + **Monitor Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- + **Processing Information** — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- + **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

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## Detailed Work Activities

+ 5 of 9 displayed

- + Clean medical equipment.
- + Prepare medical instruments or equipment for use.
- + Operate medical equipment.
- + Maintain medical equipment or instruments.
- + Record vital statistics or other health information.

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## Work Context

+ 5 of 33 displayed

- + **Indoors, Environmentally Controlled** — 100% responded "Every day."
- + **Telephone** — 100% responded "Every day."
- + **Wear Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats, or Life Jackets** — 98% responded "Every day."
- + **Exposed to Contaminants** — 79% responded "Every day."
- + **Exposed to Disease or Infections** — 88% responded "Every day."

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## Job Zone






**Title** Job Zone Two: Some Preparation Needed**Education** These occupations usually require a high school diploma.**Related Experience** Some previous work-related skill, knowledge, or experience is usually needed. For example, a teller would benefit from experience working directly with the public.**Job Training** Employees in these occupations need anywhere from a few months to one year of working with experienced employees. A recognized apprenticeship program may be associated with these occupations.

**Job Zone** These occupations often involve using your knowledge and skills to help others.  
**Examples** Examples include orderlies, forest firefighters, customer service representatives, security guards, upholsterers, and tellers.

**SVP Range** (4.0 to < 6.0)

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## Education

Percentage of Respondents	Education Level Required
44 	High school diploma or equivalent 
31 	Post-secondary certificate 
15 	Bachelor's degree

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## Credentials






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## Interests

All 3 displayed

Interest code: **RCI**





-  **Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.
-  **Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
-  **Investigative** — Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

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## Work Styles



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-  **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
-  **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
-  **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
-  **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

- ⊕ **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

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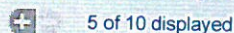
## Work Values

 All 3 displayed

- ⊕ **Support** — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.
- ⊕ **Relationships** — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- ⊕ **Working Conditions** — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

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## Related Occupations

 5 of 10 displayed

- 29-2011.03 [Histotechnologists and Histologic Technicians](#) 
- 31-9099.02 [Endoscopy Technicians](#)  **Bright Outlook**
- 51-9021.00 [Crushing, Grinding, and Polishing Machine Setters, Operators, and Tenders](#)
- 51-9081.00 [Dental Laboratory Technicians](#)
- 51-9141.00 [Semiconductor Processors](#)

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## Wages & Employment Trends

**Median wages (2015)** \$16.02 hourly, \$33,330 annual

**State wages** 



**Employment (2014)** 52,000 employees

**Projected growth (2014-2024)** ■■■■ Much faster than average (14% or higher)

**Projected job openings (2014-2024)** 18,100

**State trends** 

**Top industries (2014)** [Health Care and Social Assistance](#)

Source: Bureau of Labor Statistics [2015 wage data](#)  and [2014-2024 employment projections](#) . "Projected growth" represents the estimated change in total employment over the projections period (2014-2024). "Projected job openings" represent openings due to growth and replacement.

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Louisiana Workforce Commission Employment Outlook for Sterile Processing Technicians, October 2016

**Occupational Employment & Future Employment Outlook**

The table below shows the long term employment projections for Medical Equipment Preparers in Louisiana.

Occupation	2014 Estimated Employment	2024 Projected Employment	Total 2014 - 2024 Employment Change	Annual Avg. Percent Change
Medical Equipment Preparers	363	411	48	1.2%
Total All occupations	2,063,282	2,210,445	147,163	0.7%

👉 BRIGHT OUTLOOK NATIONALLY | 🌟 BRIGHT OUTLOOK STATEWIDE | 🟢 GREEN OCCUPATIONS

Source: Labor Market Statistics, Occupational Employment Projections Unit  
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**Employment Data Area Distribution**

The table below shows the distribution of the 2014 estimated employment for Medical Equipment Preparers in Louisiana by the regional labor market areas.

Rank	Area Name	2014 Estimated Employment for Medical Equipment Preparers
1	2nd Regional Labor Market Area, Baton Rouge	142
2	1st Regional Labor Market Area, New Orleans	51
*	7th Regional Labor Market Area, Shreveport	Confidential
*	4th Regional Labor Market Area, Lafayette	Confidential
*	5th Regional Labor Market Area, Lake Charles	Confidential
*	6th Regional Labor Market Area, Alexandria	Confidential
*	8th Regional Labor Market Area, Monroe	Confidential
*	3rd Regional Labor Market Area, Houma	Confidential

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**Employment Wage Statistics**

The table below shows the estimated Employment Wage Statistics for individuals in Louisiana employed as Medical Equipment Preparers in 2015.

Rate Type / Statistical Type	Entry Level	Median	Experienced
Annual wage or salary	\$21,794	\$27,573	\$31,664
Hourly wage	\$10.48	\$13.26	\$15.22

Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program  
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**Wage Rates Area Distribution**

The table below shows the distribution of the estimated 2015 Median Annual labor market wage rates for individuals employed as Medical Equipment Preparers in Louisiana by regional labor market area.

Rank	Area Name	2015 Median Annual Wage
1	2nd Regional Labor Market Area, Baton Rouge	\$28,458
2	4th Regional Labor Market Area, Lafayette	\$28,071
3	7th Regional Labor Market Area, Shreveport	\$28,006
4	1st Regional Labor Market Area, New Orleans	\$27,837
5	8th Regional Labor Market Area, Monroe	\$27,383
6	5th Regional Labor Market Area, Lake Charles	\$24,486

The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Entry level and Experienced wage rates represent the means of the lower 1/3 and upper 2/3 of the wage distribution, respectively. Data is from an annual survey.

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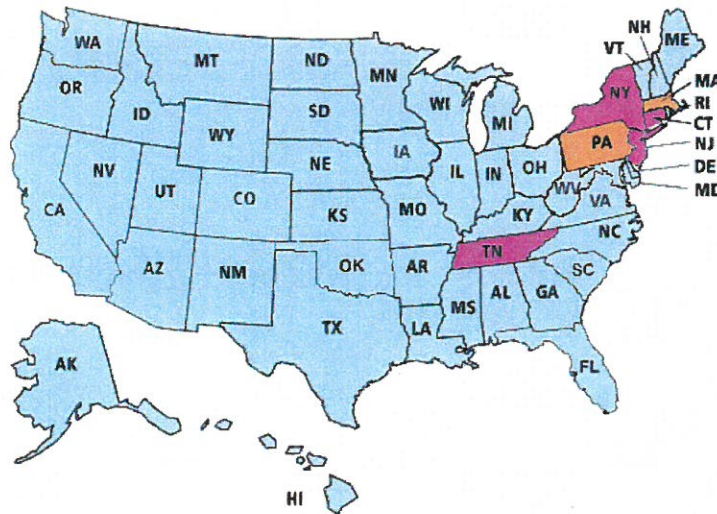
## SELECT LINK



# Legislative Map

## Certification Legislation/Regulations

- Certification is required to work in Central Service in that state
- Active state for legislation or regulation
- Planning and Data Collection Stage to begin the Certification Process
- Has not yet begun the legislative and/or DOH process





**Get your state out of the blues and into the pink!**

## Connecticut

[Click Here For Central Service Technician Certification Laws \(/advocacy/cs-state-laws.html\)](/advocacy/cs-state-laws.html)

## Massachusetts

Certification legislation was introduced on April 16, 2015.

-  [S.1155](#)  
[\(/images/Advocacy/Certification\\_Bills/MA\\_S.1155.pdf\)](/images/Advocacy/Certification_Bills/MA_S.1155.pdf) - provides for the certification of Central Service technicians and imposes continuing education requirements.
  - On November 25, 2015, this bill passed out of the Joint Public Health Committee. It has been given a new number, S.2070.
  
-  [S.2070](#)  
[\(/images/Advocacy/Certification\\_Bills/MA\\_S2070.pdf\)](/images/Advocacy/Certification_Bills/MA_S2070.pdf) - this bill replaces S.1155.  
[\(/images/Advocacy/Certification\\_Bills/MA\\_S2070.pdf\)](/images/Advocacy/Certification_Bills/MA_S2070.pdf)
  - **On May 5, 2016, this bill passed out of the Joint Health Care Financing Committee.**
  - **This bill is currently before the Senate Rules Committee.**

## New Jersey


[Click Here For Central Service Technician Certification Laws \(/advocacy/cs-state-laws.html\)](/advocacy/cs-state-laws.html)

## New York

[Click Here For Central Service Technician Certification Laws \(/advocacy/cs-state-laws.html\)](/advocacy/cs-state-laws.html)

## Pennsylvania

Certification legislation was introduced on April 20, 2015.

-  [HB985](#)  
[\(/images/Advocacy/Certification\\_Bills/HB985\\_PA.pdf\)](/images/Advocacy/Certification_Bills/HB985_PA.pdf) - provides for the certification of Central Service


technicians and imposes continuing education requirements.

[\(/images/Advocacy/Certification\\_Bills/HB985\\_PA.pdf\)](/images/Advocacy/Certification_Bills/HB985_PA.pdf)

- o This bill has been assigned to the House Health Committee.

## Tennessee

On April 27, 2016, the governor signed into law legislation that provides for the certification of Central Service technicians and imposes continuing education requirements.

-  [TN Law](#)  
[\(/images/Advocacy/Certification\\_Bills/TN\\_BILL.pdf\)](/images/Advocacy/Certification_Bills/TN_BILL.pdf)
  - o More information regarding this law will be provided soon.

## International Association Of Healthcare Central Service Materiel Management (IAHCSMM)

55 West Wacker Drive  
Suite 501  
Chicago, IL 60601

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> [FAQ's \(/contact-us/facq.html\)](/contact-us/facq.html)





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201 Community College Drive Baton Rouge, Louisiana 70806

March 30, 2017

Board of Supervisors  
The Louisiana Community and Technical College System  
265 South Foster Drive  
Baton Rouge, Louisiana 70806

Attention: Paul E. Carlsen, Ph.D., LCTCS Chief Content Officer  
René Cintrón, Ph.D., LCTCS Executive Director, Education and Research

Dear Drs. Carlsen and Cintrón:

Baton Rouge Community College (BRCC) requests the approval of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors for the termination of the three technical programs and removal of the programs from BRCC's active program inventory.

**Program Deletions:**

Barber-Styling, Technical Diploma (TD) - **0 Stars**. CIP Code 12.0402  
Office Administration TD – **3 Stars**. CIP Code 52.0401

Both programs had low enrollment and few program completers. The teach outs for Barber-Styling and for Office Administration, submitted in Summer 2015 to the Council on Occupational Education (COE), were completed in Fall 2016 and Spring 2016, respectively. [The merger of BRCC with the former Capital Area Technical College (CATC), where the programs originated, had not been approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the former CATC was still operating as a COE-accredited institution.]

The LCTCS form for reporting curriculum actions and the Board of Regents' Request to Terminate an Academic Degree Program are attached. Please let me know if you need additional information. Thank you for your consideration of this request.

Sincerely,

Larissa Littleton-Steib, Ph.D.  
Chancellor

C: Margaret McMichael, Ph.D., Director of Curriculum and Articulation



# LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

New Program and Curriculum Modification Form

## Baton Rouge Community College

<b>TYPE OF PROPOSED CHANGE</b>	
<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Curriculum Modification

<b>AWARD LEVEL(S)</b>	
Award Level(s): <input type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree <u>Name:</u> _____	<input checked="" type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Technical Competency Area (T.C.A.) <input type="checkbox"/> Certificate of Technical Studies (C.T.S.) <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)

<b>NAME OF PROGRAM(S) and AWARD LEVEL(S)</b>			
Name: Barber-Styling			
CIP: 12.0402	Credit Hours: 45	Contact Hours: N/A	Award Level: TD

<b>DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)</b>
Delete the Barber-Styling TD from the BRCC program inventory.

<b>REASON/JUSTIFICATION FOR THE PROPOSED CHANGE (Include support such as four-year university agreements, industry demand, advisory board information, etc.)</b>
<p>Due to declining enrollment and low numbers of completers, the teach out for the Barber-Styling program began in the fall of 2015, prior to the approval of the merger of BRCC with the former Capital Area Technical College (CATC) by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The plan to close and teach out the program was sent to the Council on Occupational Education (attached). The teach out was completed in 2016, after SACSCOC had approved the merger and around the time that the Board of Regents requested a merged program inventory for BRCC. The Barber-Styling program was not included</p>

on the merged program inventory; the submission of this proposal is a formality for the records of BRCC, LCTCS, and the Board of Regents.

IMPLEMENTATION DATE (Semester and Year) Spring 2017

**SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION**

Main Campus       All Sites       Specific Sites (list below)

Site 1: Frazier

Site 2:

Site 3:

Site 4:

**LOUISIANA WORKFORCE COMMISSION STAR LEVEL** (<http://www.laworks.net/Stars/>)

5 Stars     4 Stars     3 Stars     2 Stars     1 Star     0 Stars  
(Transfer)

**PLAN FOR PROVIDING QUALIFIED FACULTY** (Check all that apply)

Use Existing Faculty       Hire Adjunct Faculty       Hire Full-Time Faculty  
#: \_\_\_\_\_                      #: \_\_\_\_\_                      #: \_\_\_\_\_

**MINIMUM CREDENTIALS REQUIRED FOR FACULTY**

Education:                      Experience:                      Certification:

**ANTICIPATED ENROLLMENT:**

Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>					
<u>EVENING</u>					
Describe Process for Attaining & Estimating Enrollment:					

<b>PROGRAM ACCREDITATION:</b>	
Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date:
Type/Name of Program Accreditation, Licensure or Certification Required:	

<b>DESCRIBE IMPLEMENTATION COSTS</b> (Include Faculty, Facilities, Library Resources, etc.)
None

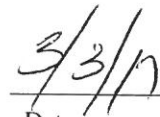
<p align="center"><b>PROGRAM CURRICULUM – see attached program of study.</b></p> <p>(Use the template below or insert separate attachment; all modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed)</p>
---

**SIGNATURES:**

\_\_\_\_\_  
 College Chief Academic Officer

  
 \_\_\_\_\_  
 College Chief Executive Officer

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Date

## **Barber-Styling Technical Diploma**

The Barber-Styling program is designed to prepare students to work efficiently in the industry of Barber-Styling. This competency-based program includes classroom instruction and practical/lab experience under supervision of the instructor.

Practical skills are developed through experience in a school-based, on-site shop which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion of this program, which is approved by the LA State Board of Barber Examiners and meets the 1500-hour requirement, students are eligible to take the LA State Board of Barber Examiners licensure examination.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

#### **First Semester**

		<b>Credit Hours</b>
BARB 1110	The Barbering Profession	3
BARB 1120	Safety and Sanitation	3
BARB 1160	Haircutting and Styling I	5
BARB 1220	Professional Shaving	3
Totals for semester:		14

#### **Second Semester**

		<b>Credit Hours</b>
BARB 1410	Electricity and Safety	2
BARB 1140	Facial Massage and Treatments	3
BARB 1150	Skin, Scalp and Hair for Barbers	3
BARB 1231	Haircutting and Styling II	3
BARB 1310	Chemical Services in Barbering	4
Totals for Semester:		15

#### **Third Semester**

		<b>Credit Hours</b>
BARB 1430	Men's Hairpieces	2
BARB 1441	Haircutting and Styling III	3
BARB 1330	Hair Coloring for Barbers	3
BARB 2111	Shop Management and Sales	3
BARB 2131	LA State Barber Board Review	5
Totals for semester:		16
Totals for Barber Styling Technical Diploma		45

For more information, contact the Division of Technical Education at (225) 359-9201.

Board of Barber  
Examiners

Department of Labor



Certificate No 391378

**\*POST SECONDARY EDUCATION#**  
Hereby licensed to offer Post Secondary Instruction

00008

2016

**BARBER SCHOOL**

BATON ROUGE COMMUNITY COLLEGE  
FRAZIER CAMPUS BARBER DEPT.  
555 JULIA STREET  
BATON ROUGE 70802



*[Signature]*  
\_\_\_\_\_  
President  
*[Signature]*  
\_\_\_\_\_  
Board Member

*[Signature]*  
\_\_\_\_\_  
Vice-President  
*[Signature]*  
\_\_\_\_\_  
Board Member

*[Signature]*  
\_\_\_\_\_  
Board Member

This signed Certificate and Application for Renewal must be posted and kept together and available at all times for examination by any member of the Board or its authorized representative.

THIS CERTIFICATE IS ISSUED IN CONFORMITY WITH THE REVISED STATUTES OF LOUISIANA, CHAPTER 5, TITLE 37. THIS CERTIFICATE WILL EXPIRE ON JANUARY 31 OF EACH YEAR.

**IMPORTANT NOTICE: THIS APPLICATION FOR RENEWAL MUST BE SIGNED AND MAILED TO THE BOARD OFFICE NO LATER THAN JANUARY 31, OF EACH YEAR (post marked) TOGETHER WITH A CASHIER CHECK OR MONEY ORDER IN THE AMOUNT OF \$50.00. IF YOU ALLOW THIS CERTIFICATE TO EXPIRE, THE FEE FOR RESTORATION FROM FEBRUARY - MARCH IS \$60.00 DOLLARS. AFTER MARCH 31, THE FEE FOR RESTORATION WILL BE \$110.00 DOLLARS.**

**NO PERSONAL CHECKS ACCEPTED**

MAIL TO: LOUISIANA BOARD OF BARBER EXAMINERS \* P.O. BOX 14029 \* BATON ROUGE, LA 70898

**SCHOOL**

00008

THIS SECTION MUST BE FILLED OUT UPON RENEWAL			PAYMENT HISTORY	
DATE: 1/28/2016	SOCIAL SECURITY#:	DATE OF BIRTH:	RENEWAL FEE	
SHOP NAME:	ADDRESS:		DATE OF LAST PAYMENT	
BUSINESS PHONE:	RESIDENCE PHONE:		AMOUNT PAID	\$80.0
SIGNATURE:			LAST AMOUNT PAID	\$0.0
IF YOU WISH CERTIFICATE MAILED TO NEW ADDRESS, INDICATE HERE:			LAST YEAR LICENSE ISSUED	



# INSTITUTIONAL TEACH-OUT FORM

(April 27, 2015)

**This form is to be submitted for approval to conduct a teach-out *within* the institution.**  
 This form is **NOT** used by institutions seeking approval to partner with an outside entity to conduct a teach-out.

**Public Institutions: Email one PDF copy to Laura Page: [pagel@council.org](mailto:pagel@council.org)**  
**Non-Public Institutions: Email one PDF copy to Marcia Cox: [cox@council.org](mailto:cox@council.org)**

## GENERAL INFORMATION

Institution Name	Capital Area Technical College		Institution ID#	306000
Main Campus Address	3250 N. Acadian Thruway E., Baton Rouge, LA 70805		<small>(6-digit number referenced on COE invoices and membership certificates)</small>	
Chief Administrative Officer	Kay McDaniel	Email	<a href="mailto:mcdanielk@mybrcc.edu">mcdanielk@mybrcc.edu</a>	
COE Liaison	Phyllis Beckman	Email	<a href="mailto:beckmanp@mybrcc.edu">beckmanp@mybrcc.edu</a>	
Telephone Number	(225) 359-9206	Extension		

The Council's policy for approval of the teaching-out of students requires that, at a minimum, all institutions submit a Teach-Out Plan and either an Institutional Teach-Out Form or a Two-Party Teach-Out Application. This policy applies to candidate and accredited institutions and all programs affected by a teach-out regardless of the mode of delivery.

### Institutional Teach-Out Form

Submit an *Institutional Teach-Out Form* if the students are being taught-out *within* the institution, along with a copy of the Teach-Out Plan.

### Two-Party Teach-Out Application

Submit a *Two-Party Teach-Out Application* for approval for the institution to partner with an *outside* entity to conduct a teach-out, along with a copy of the Teach-Out Plan. In these cases where member institutions partner with other entities to conduct a teach-out of students, a copy of the Teach-Out Agreement between the entities involved must also be submitted. This documentation must go before the Commission for approval.

### Teach-Out Plan

A plan for the teaching-out of students from a program or institution must be submitted upon the occurrence of any of the following events:

- (a) The Secretary of Education notifies the Council that the Secretary has initiated an emergency action against an institution, in accordance with section 487(c)(1)(G) of the HEA, or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA, and that a teach-out plan is required.
- (b) A State licensing or authorizing agency notifies the Council that an institution's license or legal authorization to provide an educational program has been or will be revoked.
- (c) The Council acts to withdraw, terminate, or suspend the accreditation or candidacy of the institution.
- (d) The institution notifies the Council that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program, or closes a program before enrolled students complete.

A Teach-Out Plan must be consistent with applicable standards and regulations. The plan must provide for the equitable treatment of students by insuring that:

- (a) Students are provided all of the instruction promised by the closed educational program or institution prior to its closure but not provided to the students because of the closure;
- (b) Institutions that are closing must work with regulatory agencies to assure that students are placed; and
- (c) Students are notified of additional charges, if any, for completing the course or program at the teach-out institution

If the Commission approves the Teach-Out Plan that includes a program that is accredited by another accrediting agency, the Commission will notify that agency of the plan's approval.

**Teach-Out Agreement with Another Institution**

A Teach-Out Agreement, which is entered into by a COE candidate or accredited institution or at the request of the Commission, must be consistent with applicable standards and regulations. The agreement must provide for the equitable treatment of students by insuring that:

- (a) The agreement is between institutions that are accredited or in candidate status with an accrediting agency recognized by the U.S. Secretary of Education;
- (b) The teach-out institution is geographically proximate to the closed program or institution;
- (c) The teach-out institution can remain stable, carry out its mission, and meet all obligations to existing students;
- (d) The teach-out institution can demonstrate compatibility of its program structure and scheduling to that of the closed program or institution; and,
- (e) The teach-out institution will provide students with information about any additional charges, if any.

**Teach-Out of Another Institution**

An institution must notify and receive Commission approval prior to teaching-out students of another institution. The teach-out of programs that are not currently offered by the institution may require a focused team visit in the event that the teach-out requires special safety precautions and procedures.

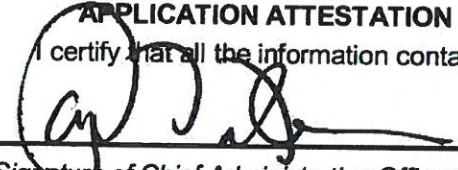
**TEACH-OUT INFORMATION**

Name of Program(s)	1.	Barber-Styling (TD)		
	2.			
Program Length (Include Clock and Credit Hours)	1.	53 Credit Hours/1605 Clock Hours	CIP Code	120402
	2.			
Delivery Mode(s)	<input checked="" type="checkbox"/> 100% Traditional <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education			
List the location(s) where this program will be taught-out.	Address			
Campus 1	555 Julia Street, Baton Rouge, LA 70802			
Campus 2				
Campus 3				
1.	Will the teach-out use the program's currently approved hours, curriculum, delivery mode(s), instructors, equipment, student services and learning resources?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
2.	As of what date will no new students be enrolled?		June 11, 2015	
3.	As of what date do you expect the last student to be taught-out? Note: The institution must inform COE if the teach-out goes beyond this date.		December 2016	
4.	Is this program(s) on Heightened Monitoring status for CPL reasons?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
5.	State the reason for the teach-out.		Program Closure	

**TEACH-OUT PLAN**

6.	I attest that the Teach-Out Plan is in compliance with all applicable standards and regulations as stated in the <i>Handbook of Accreditation</i> .	<input checked="" type="checkbox"/> YES
7.	I attest that the Teach-Out Plan provides for the equitable treatment of students by insuring that:	
	a. Students are provided all of the instruction promised by the closed educational program or institution prior to its closure but not provided to the students because of the closure;	<input checked="" type="checkbox"/> YES
	b. Institutions that are closing must work with regulatory agencies to assure that students are placed; and,	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A
	c. Students are notified of additional charges, if any, for completing the course or program at the teach-out institution.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A

**APPLICATION ATTESTATION AND CERTIFICATION STATEMENT:**  
 I certify that all the information contained in this application is true and correct.

  
 \_\_\_\_\_  
 Signature of Chief Administrative Officer

6.17.15  
 \_\_\_\_\_  
 Date



## **Teachout Plan Barber-Styling**

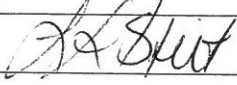
On May 1, Capital Area Technical College received official notification from the Council on Occupational Education that it continues to be in violation of Commission policy in that its program, Barber-Styling (TD), initially triggered for failure to comply with the benchmark for completion in the 2012 Annual Report, continues to report a completion rate below the established benchmark of 60%.

A comprehensive analysis of the academic status of the currently enrolled students indicates that the teach-out should be extended to December 2016 (rather than June 2016 date initially reported). No new students will be admitted to the program beginning with the fall 2015 semester. The institution will provide the currently enrolled students with the remaining coursework in order to complete the Barber-Styling curriculum by December 2016.

This program is not accredited with any other agency.



## Request to Terminate an Academic Degree Program or Administrative/Research Unit

<b>1. Institution:</b> Baton Rouge Community College (BRCC)	
<b>2. Type of Termination (check one)</b> <input checked="" type="checkbox"/> A. Academic Program (If A, complete <i>all</i> remaining sections) <input type="checkbox"/> B. Administrative Unit (If B, skip sections 3, 4, 5, and 6) <input type="checkbox"/> C. Research Unit – Center or Institute (If C, skip sections 3, 4, 5, and 6)	
<b>3. Degree Designation.</b> (BA, MS, PhD, etc.) Technical Diploma (TD)	
<b>4. Title and CIP Code.</b> Barber-Styling, CIP 12.0402	
<b>5. Semester/year at which no new enrollments will be accepted.</b> Fall 2015	
<b>6. Teach-out plan, including semester/year at which reporting of degrees shall cease.</b> Teach out plan was completed in Fall 2016, which is also the final semester and year for reporting completers.	
<b>7. Reason for request.</b> (Ex: low demand, job opportunities, changing focus, program duplication, loss of funding sources, etc.)  <b>Explanation:</b> The Barber-Styling TD was offered by the former Capital Area Technical College (CATC), which was accredited by the Council on Occupational Education (COE). As of Summer 2013, when the state-mandated merger became official, COE had placed the Barber-Styling program on probation, due to low enrollment and numbers of completers. The program was modified in 2014 to facilitate student completion, but the modifications were not approved in time to lift Barber-Styling from probationary status with COE. At the time, the merger of BRCC and the former CATC had not been approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the former CATC was required to comply with COE's directive to close the program. The teach out form submitted to COE is attached. Following the SACSCOC approval of the merger, a merged program inventory was requested by the Academic and Student Affairs division of the Board of Regents. Since Barber-Styling was no longer accepting students, BRCC requested omission of Barber-Styling from the merged program inventory for BRCC. The submission of this document is a formality to complete the documentation of the termination of the program for BRCC, the Louisiana Community and Technical College System, and the Board of Regents.  <i>* Include statements which address the impact of the termination upon remaining programs/units (if applicable). For example, a request to terminate the Department of Chemistry should also include information about the academic programs in that Department – will they be maintained or terminated as well? If maintained, where will they reside? Will the department maintaining these programs be re-named? How will this further affect the administrative structure at the institution? Append documentation to this form.</i>	
<b>8. If collaboration with other institutions is involved, identify partners. Each participating institution must submit a separate request form.</b> N/A	
<b>9. Program/Unit Contact</b> (name, title, email address, telephone number) Justin Dedden, Interim Dean of Skilled Crafts and Technical Education; <a href="mailto:deddenj@mybrcc.edu">deddenj@mybrcc.edu</a> ; 225-216-8440	
<b>Campus Head:</b> 	<b>Date:</b> 3/3/17
<b>Management Board:</b>	<b>Date:</b>

*For Academic Program Termination: note the SACS/COC requirements (Substantive Change) for notification, teach-out plan/agreement, and request for SACS approval following BOR approval. Send BOR/AcAf a copy of the SACS/COC response to finalize the action.*



# LOUISIANA'S COMMUNITY & TECHNICAL COLLEGE SYSTEM

New Program and Curriculum Modification Form

## Baton Rouge Community College

<b>TYPE OF PROPOSED CHANGE</b>	
<input type="checkbox"/> New Program	<input checked="" type="checkbox"/> Curriculum Modification

<b>AWARD LEVEL(S)</b>	
Award Level(s): <input type="checkbox"/> Associate of Applied Science (A.A.S.) <input type="checkbox"/> Associate of Science (A.S.) <input type="checkbox"/> Associate of Arts (A.A.) <input type="checkbox"/> Other Associate Degree Name: _____	<input checked="" type="checkbox"/> Technical Diploma (T.D.) <input type="checkbox"/> Technical Competency Area (T.C.A.) <input checked="" type="checkbox"/> Certificate of Technical Studies (C.T.S.) <input type="checkbox"/> Certificate of Applied Science (C.A.S.) <input type="checkbox"/> Certificate of General Studies (C.G.S.)

<b>NAME OF PROGRAM(S) and AWARD LEVEL(S)</b>			
Name: Office Administration			
CIP: 52.0401	Credit Hours: 45	Contact Hours: N/A	Award Level: TD
Name: Office Clerk			
CIP: 52.0401	Credit Hours: 15	Contact Hours: N/A	Award Level: CTS
Name: Office Assistant			
CIP: 52.0401	Credit Hours: 30	Contact Hours: N/A	Award Level: CTS

<b>DESCRIBE THE PROPOSED CHANGE (For Curriculum Modifications, state previous credit and clock hours, and for Program Termination, state program and all award levels.)</b>
Delete the Office Administration TD and embedded Office Clerk CTS and Office Assistant CTS from the BRCC program inventory.

**REASON/JUSTIFICATION FOR THE PROPOSED CHANGE (Include support such as four-year university agreements, industry demand, advisory board information, etc.)**

Due to declining enrollment, the teach out for the programs began in the fall of 2015, prior to the approval of the merger of BRCC with the former Capital Area Technical College (CATC) by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The plan to close and teach out the program was sent to the Council on Occupational Education (attached). The teach out was completed in 2016, after SACSCOC had approved the merger and around the time that the Board of Regents requested a merged program inventory for BRCC. The Office Administration program was not included on the merged program inventory; the submission of this proposal is a formality for the records of BRCC, LCTCS, and the Board of Regents.

<b>IMPLEMENTATION DATE (Semester and Year)</b>	Spring 2017
--	-------------

**SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION**

<input type="checkbox"/> Main Campus	<input type="checkbox"/> All Sites	<input checked="" type="checkbox"/> Specific Sites (list below)
--------------------------------------	------------------------------------	---

Site 1: Acadian

Site 2: New Roads

Site 3

Site 4:

**LOUISIANA WORKFORCE COMMISSION STAR LEVEL (<http://www.laworks.net/Stars/>)**

<input type="checkbox"/> 5 Stars	<input type="checkbox"/> 4 Stars	<input checked="" type="checkbox"/> 3 Stars	<input type="checkbox"/> 2 Stars	<input type="checkbox"/> 1 Star	<input type="checkbox"/> 0 Stars (Transfer)
----------------------------------	----------------------------------	---	----------------------------------	---------------------------------	--

**PLAN FOR PROVIDING QUALIFIED FACULTY (Check all that apply)**

<input type="checkbox"/> Use Existing Faculty #: _____	<input type="checkbox"/> Hire Adjunct Faculty #: _____	<input type="checkbox"/> Hire Full-Time Faculty #: _____
---	---	---

**MINIMUM CREDENTIALS REQUIRED FOR FACULTY**

Education:	Experience:	Certification:
------------	-------------	----------------

ANTICIPATED ENROLLMENT:					
Students	Year One	Year Two	Year Three	Year Four	Year Five
<u>DAY</u>					
<u>EVENING</u>					
Describe Process for Attaining & Estimating Enrollment:					

PROGRAM ACCREDITATION:	
Is Program Accreditation, Licensure or Certification Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If YES, please provide projected accreditation/licensure/certification date:
Type/Name of Program Accreditation, Licensure or Certification Required:	

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)
None

PROGRAM CURRICULUM – see attached program of study.
(Use the template below or insert separate attachment; all modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed)

**SIGNATURES:**


---

 College Chief Academic Officer

---

 Date




---

 College Chief Executive Officer




---

 Date

## Office Administration Technical Diploma

The Office Administration program prepares students to work in office environments as receptionists, office clerks, office assistants, data entry technicians, customer service representatives, word processor operators, and administrative assistants. Learning a variety of specialized office skills and computer-based applications, this career choice offers possible employment with businesses, non-profit organizations, and governmental agencies.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

### PROGRAM OF STUDY

#### First Semester

		Credit Hours	
OADM 1336	Fundamentals of Business Communication	3	
CSRV 1000	Customer Service	3	
OADM 1140	Office Technology Applications	3	
OADM 1100	Keyboarding I	3	
OADM 1180	Records Management	3	
	Total Semester Hours	15	
Exit Point	CTS: Office Clerk (Total Hours)		15

#### Second Semester

		Credit Hours	
OADM 1330	Introduction to Spreadsheets	3	
OADM 1200	Keyboarding II	3	
OADM 1050	Business Calculations	3	
OADM 2530	Office Procedures	3	
OADM 1450	Basic Word Processing	3	
	Total Semester Hours	15	
Exit Point	CTS: Office Assistant (Total Hours)		30

#### Third Semester

		Credit Hours	
OADM 2335	Applied Business Communication	3	
OADM 1550	Advanced Word Processing	3	
OADM 1310	Database Management	3	
OADM 2630	Advanced Office Procedures	3	
OADM 1650	Desktop Publishing	3	
	Total Semester Hours	15	
	TD: Office Administration (Total Hours)	45	

For more information, contact the Division of Technical Education at (225) 359-9201.

# CRAFT ADVISORY COMMITTEE MINUTES

Office Administration Department

October 5, 2015

The Office Administration Department held its last advisory committee meeting on Monday, October 5, 2015 at 9:00 a.m.

**Committee Members:** Mrs. Norma Andre, Ms. Mary Hollins, Mr. Michael McLin, and Mrs. Lucille St. Romain

**Members Present:** Mrs. Norma Andre, Ms. Mary Hollins, and Mr. Michael McLin

**Faculty** Mrs. Belvin Givens

## **Program Outcomes**

As of May 2016, the Office Administration Department will be terminated.

## **Discussion**

The meeting was called to order and I welcomed the Craft Advisory Committee members for the last time. I mentioned to the Committee members that Mrs. Lucille St. Romain had retired and this is the reason she was not present with us today. I mentioned to them how significant they were to the program in assisting us in making preparation for our students to enter the work world. I said to them the future of the Office Administration Department is dim in that it will no longer be in existence. I stated to them, due to low enrollment, our Department will be discontinued and the end result is a teach out. I told them that a teach out means no new students will be allowed to enroll in the program but only the current students will be given the opportunity to complete the program. We discussed that the top priority of keeping the Department open was **advertising** and continuous **recruitment** and how critical it is for our enrollment to keep increasing and how it is an extremely endless voyage.

I stated that the Work Force Program will supersede the Office Administration Department and will take effect instantaneously. I emphasized that there are some Work Force Programs that are currently being taught here at the BRCC New Roads Campus. Of course, there will be more programs that Work Force will bring to the school which will help people get into work world.

The Craft Advisory Committee commented that they apologize for **NOT** being as effective as they should have been and wish that they could have been more instrumental in assisting us in keeping students enrolled and finding employment. The Craft Advisory Committee stated that they will continue to work with the school in the future.

I **THANK** them for everything they have done for the Office Administration Department and they wish me success and happiness in my future endeavors.

With no further comments, the meeting was adjourned at 10:30 a.m.

Respectfully submitted,

  
Belvin Givens

# **CRAFT ADVISORY COMMITTEE MEETING**

Office Administration Department

Monday, October 5, 2015

## Agenda

- I. Call Meeting to Order/Welcome
- II. Future of the Office Administration – Teach Out
- III. The Work Force Department
- IV. Comments
- V. Adjournment



Office of Administration

Sign in Sheet

October 5, 2015

1. Mary Hollens

2. Norma J. Andre

3. Janet E. McLean

4. \_\_\_\_\_

# Baton Rouge Community College

*New Roads Campus*

*Office Administration Department*

*Craft Advisory Committee Members*

Mrs. Norma Andre'  
Pointe Coupee Tourist Commission  
727 Hospital Road  
New Roads, LA 70760  
Email address: [frladya27@aol.com](mailto:frladya27@aol.com)

Ms. Mary Hollins  
Cotton Port Bank  
420 Hospital Road  
New Roads, LA 70760  
Email address: [hollinsm@cottonportbank.org](mailto:hollinsm@cottonportbank.org)

Mr. Michael McLin  
Fuel/Site Supervisor  
LA Generating, LLC  
10431 Highway 981  
New Roads, LA 70760  
Email address: [Michael.mclin@nrgenergy.com](mailto:Michael.mclin@nrgenergy.com)

Mrs. Lucille St. Romain (**Retired**)  
Pointe Coupee Electric  
2506 False River Drive  
New Roads, LA 70760  
Email address: [lstromain@pcemc.org](mailto:lstromain@pcemc.org)



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(April 27, 2015)

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**Non-Public Institutions: Email one PDF copy to Marcia Cox: [coxmc@council.org](mailto:coxmc@council.org)**

## GENERAL INFORMATION

Institution Name	Capital Area Technical College		Institution ID# <small>(6-digit number referenced on COE invoices and membership certificates)</small>	306000
Main Campus Address	3250 N. Acadian Thruway E., Baton Rouge, LA 70805			
Chief Administrative Officer	Kay McDaniel	Email	<a href="mailto:mcdanielk@mybrcc.edu">mcdanielk@mybrcc.edu</a>	
COE Liaison	Phyllis Beckman	Email	<a href="mailto:beckmanp@mybrcc.edu">beckmanp@mybrcc.edu</a>	
Telephone Number	(225) 359-9206	Extension		

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- (a) Students are provided all of the instruction promised by the closed educational program or institution prior to its closure but not provided to the students because of the closure;
- (b) Institutions that are closing must work with regulatory agencies to assure that students are placed; and
- (c) Students are notified of additional charges, if any, for completing the course or program at the teach-out institution

If the Commission approves the Teach-Out Plan that includes a program that is accredited by another accrediting agency, the Commission will notify that agency of the plan's approval.

**Teach-Out Agreement with Another Institution**

A Teach-Out Agreement, which is entered into by a COE candidate or accredited institution or at the request of the Commission, must be consistent with applicable standards and regulations. The agreement must provide for the equitable treatment of students by insuring that:

- (a) The agreement is between institutions that are accredited or in candidate status with an accrediting agency recognized by the U.S. Secretary of Education;
- (b) The teach-out institution is geographically proximate to the closed program or institution;
- (c) The teach-out institution can remain stable, carry out its mission, and meet all obligations to existing students;
- (d) The teach-out institution can demonstrate compatibility of its program structure and scheduling to that of the closed program or institution; and,
- (e) The teach-out institution will provide students with information about any additional charges, if any.

**Teach-Out of Another Institution**

An institution must notify and receive Commission approval prior to teaching-out students of another institution. The teach-out of programs that are not currently offered by the institution may require a focused team visit in the event that the teach-out requires special safety precautions and procedures.

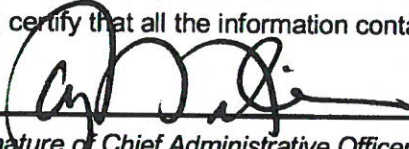
**TEACH-OUT INFORMATION**

Name of Program(s)	1.	Office Administration		
	2.			
Program Length (Include Clock and Credit Hours)	1.	45 Credit Hours/810 Clock Hours	CIP Code	520401
	2.			
Delivery Mode(s)	<input checked="" type="checkbox"/> 100% Traditional <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education			
List the location(s) where this program will be taught-out.	Address			
	Campus 1	3250 N. Acadian Thruway East, Baton Rouge, LA 70805		
	Campus 2	605 Hospital Road, New Roads, LA 70760		
	Campus 3			
1.	Will the teach-out use the program's currently approved hours, curriculum, delivery mode(s), instructors, equipment, student services and learning resources?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	As of what date will no new students be enrolled?			June 8, 2015
3.	As of what date do you expect the last student to be taught-out? Note: The institution must inform COE if the teach-out goes beyond this date.			June 30, 2016
4.	Is this program(s) on Heightened Monitoring status for CPL reasons?			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
5.	State the reason for the teach-out.			Program Closure

**TEACH-OUT PLAN**

6.	I attest that the Teach-Out Plan is in compliance with all applicable standards and regulations as stated in the <i>Handbook of Accreditation</i> .	<input checked="" type="checkbox"/> YES
7.	I attest that the Teach-Out Plan provides for the equitable treatment of students by insuring that:	
	a. Students are provided all of the instruction promised by the closed educational program or institution prior to its closure but not provided to the students because of the closure;	<input checked="" type="checkbox"/> YES
	b. Institutions that are closing must work with regulatory agencies to assure that students are placed; and,	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A
	c. Students are notified of additional charges, if any, for completing the course or program at the teach-out institution.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A

**APPLICATION ATTESTATION AND CERTIFICATION STATEMENT:**  
 I certify that all the information contained in this application is true and correct.

  
 \_\_\_\_\_  
 Signature of Chief Administrative Officer

6.17.15  
 \_\_\_\_\_  
 Date

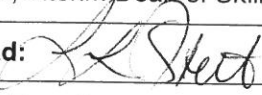
**Teachout Plan**  
**Office Administration**

In May 2015, a decision was made to close the Office Administration program due to low enrollment. The Office Administration program was implemented in Fall 2014 as a revision of the Business Office Technology program. This has been a low enrollment program at both locations. New students were admitted in the Spring 2015 semester, but since the decision to close the program was made, no new students will be admitted starting with the Summer 2015 term. The institution will provide the currently enrolled students with the remaining coursework in order to complete the Office Administration curriculum by June 30, 2016.

This program is not accredited with any other agency.



## Request to Terminate an Academic Degree Program or Administrative/Research Unit

<b>1. Institution:</b> Baton Rouge Community College (BRCC)	
<b>2. Type of Termination (check one)</b>	
<input checked="" type="checkbox"/> A. Academic Program (If A, complete <i>all</i> remaining sections) <input type="checkbox"/> B. Administrative Unit (If B, skip sections 3, 4, 5, and 6) <input type="checkbox"/> C. Research Unit – Center or Institute (If C, skip sections 3, 4, 5, and 6)	
<b>3. Degree Designation.</b> (BA, MS, PhD, etc.) Technical Diploma (TD), Certificate of Technical Studies (CTS)	
<b>4. Title and CIP Code.</b> Office Administration (TD), Office Clerk (CTS), Office Assistant (CTS); CIP 52.0401	
<b>5. Semester/year at which no new enrollments will be accepted.</b> Fall 2015	
<b>6. Teach-out plan, including semester/year at which reporting of degrees shall cease.</b> Teach out plan was completed in Spring 2016, which is also the final semester and year for reporting completers.	
<b>7. Reason for request.</b> (Ex: low demand, job opportunities, changing focus, program duplication, loss of funding sources, etc.)	
<p><b>Explanation:</b> The Office Administration TD and embedded CTSs were developed in the Fall of 2013, the first semester following the state-mandated merger of BRCC (accredited by the Southern Association of Colleges and Schools Commission on Colleges, SACSCOC) with the former Capital Area Technical College (CATC, accredited by the Council on Occupational Education, COE). Both colleges offered a Business Technology Associate of Applied Science degree, both of which could not be offered at the merged institution. The program offered at the former CATC prepared students for working in an office; the program offered at BRCC prepared students to become entrepreneurs or managers of relatively small businesses. To permit students to train for entry-level office positions and eliminate program redundancy, the former CATC program was modified; the degree option was eliminated, and the technical courses remained. Unfortunately, enrollment declined, so the decision was made, while the former CATC was still accredited by COE, to close the program to new enrollment and teach out the curriculum. The teach out form submitted to COE is attached.</p> <p>Following the SACSCOC approval of the merger of BRCC with the former CATC, a merged program inventory was requested by the Academic and Student Affairs division of the Board of Regents. Since the Office Administration program was no longer accepting students, BRCC requested omission of the TD and the embedded CTSs from the merged program inventory for BRCC. The submission of this document is a formality to complete the documentation of the termination of the program for BRCC, the Louisiana Community and Technical College System, and the Board of Regents.</p>	
<p><i>* Include statements which address the impact of the termination upon remaining programs/units (if applicable). For example, a request to terminate the Department of Chemistry should also include information about the academic programs in that Department – will they be maintained or terminated as well? If maintained, where will they reside? Will the department maintaining these programs be re-named? How will this further affect the administrative structure at the institution? Append documentation to this form.</i></p>	
<b>8. If collaboration with other institutions is involved, identify partners. Each participating institution must submit a separate request form.</b> N/A	
<b>9. Program/Unit Contact</b> (name, title, email address, telephone number) Justin Dedden, Interim Dean of Skilled Crafts and Technical Education; <a href="mailto:deddenj@mybrcc.edu">deddenj@mybrcc.edu</a> ; 225-216-8440	
<b>Campus Head:</b> 	<b>Date:</b> 3/3/17
<b>Management Board:</b>	<b>Date:</b>

*For Academic Program Termination: note the SACS/COC requirements (Substantive Change) for notification, teach-out plan/agreement, and request for SACS approval following BOR approval. Send BOR/AcAf a copy of the SACS/COC response to finalize the action.*