

ACE Academy of Surgical Assisting

----Entrance Requirements Checklist----

(Formal Trained Surgical Technologist)

Required at enrollment

- Copy of one of the following documents:
 - Surgical Tech Diploma or Certificate
 - Un-Official Transcripts
 - DD214 if Military Trained
- Completed ACE Enrollment Agreement
- ACE Full Tuition or Down Payment with ACE Installment Agreement

Required by 30 days after start date

- Sealed Official Transcripts from your surgical tech program
 - Letters of Recommendation from 2 surgeons.
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----Entrance Requirements Checklist----

(OR Nurse)

Must have 2 years of OR Experience and be scrub proficient

Required at enrollment

- Copy of your Nursing Diploma or certificate or Un-official Transcripts
- Letter from you OR Manager stating your experience and scrub proficiency
- Completed ACE Enrollment Agreement
- ACE Full Tuition or Down Payment with ACE Installment Agreement

Required by 30 days after start date

- Sealed Official Transcripts from your surgical tech program
- Letters of Recommendation from 2 surgeons.

ACE Academy of Surgical Assisting

----Entrance Requirements Checklist----

(On-the Job Trained Surgical Technologist)

Must have 2 years of Scrub tech experience

Required upon enrollment

- Letter from OR Manager stating your experience and scrub proficiency
- Completed ACE Enrollment Agreement
- ACE Full Tuition or Down Payment with ACE Installment Agreement

Required by 30 days after start date

- Copy of High School Diploma or Transcripts
- Letters of Recommendation from 2 surgeons

----Entrance Requirements Checklist----

Skill Lab Only

Required upon registration

- Proof of highest level education – relevant to surgery
- Completed Skill Lab Enrollment Agreement
- Registration Fee