

On-Campus Examination Schedule for the Program Director



THE NATIONAL BOARD
OF SURGICAL TECHNOLOGY
AND SURGICAL ASSISTING

PLEASE FILL IN THE APPROPRIATE DATES AND KEEP FOR YOUR RECORDS. *Exam date must be within 30 days of the graduation date

Examination Date: _____

Graduation Date or Date Range: _____

APPROXIMATELY 3 MONTHS BEFORE EXAMINATION DATE: _____

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

**Ordering bundles from AST is optional. Bundles must be purchased through www.ast.org. Exam applications are good for 1 year. To submit the included pre-paid application online, enter the AST membership number and last name on the appropriate exam application on www.nbstsa.org then press the 'Look Me Up' button. This will allow the student to submit the application without payment.*

AT LEAST 45 DAYS BEFORE EXAM: _____

Fill out and submit online OR mail WBT Request Form, Roster and CST/CSFA Examination Applications to the NBSTSA. (with payment, if applicable)

**If bundles are ordered from AST; an exam application is still required. All documents must be submitted together if mailed. Keep a copy of the WBT Request Form & Roster for your records. WBT Request Forms, Roster, and Applications received by email will not be accepted.*

1-2 WEEKS PRIOR TO EXAM: _____

Review the examination roster from PSI to ensure all students are listed and review your testing facility for any potential technical issues.

AT LEAST 3 BUSINESS DAYS PRIOR TO THE EXAM DATE: _____

If any students must be removed, contact the NBSTSA by sending an email to WBT@NBSTSA.ORG with the name of the student(s), the reason why the student is being removed, and the examination date.

**A Student will not be removed until the NBSTSA is notified by email, with the reason they are not able to test. If notice or incomplete notice is received after this time, the student will not be removed and viewed as absent from their scheduled exam forfeiting their exam fees.*

WITHIN 60 DAYS AFTER THE EXAM DATE: _____

Submit graduation verification within 60 days of examination date. The NBSTSA accepts notarized letters, copies of diplomas or unofficial transcripts by email (WBT@NBSTSA.ORG), fax (303-325-2536) or mail (3 W Dry Creek Cir, Littleton, CO, 80120).

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

****For more detailed policy information see our On-Campus Examination Guide available on our website under the educators tab at www.nbstsa.org*

WBT@NBSTSA.ORG or NBSTSA.ORG or 800 707 0057
3 WEST DRY CREEK CIR, LITTLETON COLORADO 80120

