



The American Board of Surgical Assistants

26221 East Kettle Circle, Aurora, Colorado 80016-2020

1-303-617-8345 or 1-877-617-8345 Fax: 303-539-9847

Application Procedure for ABSA "Approved School" status and "Linking"

(Read each section carefully and completely)

The *American Board of Surgical Assistants* (ABSA), a privately held corporation, will provide "Approved School" status and an alphabetical link (no Logos will be published) to surgical assistant training programs meeting **all** of the following criteria:

1. Training program must meet minimum CAAHEP educational standards for surgical assistant educational programs. Standards can be met by providing a copy of the school's curriculum and documentation; thereby demonstrating minimal CAAHEP educational requirement compliance, for surgical assistant educational programs, **and** meeting one of the following:
 - a. CAAHEP Accredited Status, for surgical assistant educational programs **or**
 - b. Program curriculum and additional information documenting full compliance with CAAHEP minimal standards for surgical assistant educational programs **and** actively pursuing CAAHEP accreditation within six (6) months of ABSA approval, of the educational program
2. Submit a formal letter, on official school letterhead, requesting ABSA "Approved School" status. The letter of application must include the required documentation from **1** (a or b) above. There is no initial application or annual maintenance fee. A written response will be provided within ten (10) business days. If approved, the written response from the ABSA, this "Application Procedure" document and your letter of application will be considered a binding written contract, governed by and subject to the laws of Colorado, Arapahoe County.
3. Provide a continuous link to the ABSA website at URL <http://www.absa.net> on the surgical assistant educational program's main website. The choice of location is left to the school, however, it must be readily and easily available or accessible, by any visitor to the school's website.
4. Provide full recognition of the *American Board of Surgical Assistants* (ABSA) and its credential, *Surgical Assistant- Certified*[®] (SA-C[®]), as a nationally accepted and valid/credible surgical assistant credential and credentialing organization. The full recognition applies to all verbal, written or electronic communications and publications i.e., websites, school catalogs, literature & brochures or any discussions with students, physicians or other healthcare providers of "valid and credible" surgical assistant credentialing organizations and credentials.
5. The surgical assistant educational program must fully comply with items **3 & 4** above within fifteen (15) business days of acceptance as an ABSA "Approved School." Copies of the program's school catalog, brochures and literature are to be forwarded to the ABSA office, within thirty (30) days of acceptance. Failure to comply with these items will be considered a violation of this agreement and result in loss of ABSA "Approved School" status and loss of eligibility for a period of no less than six (6) months. If a documented second (2nd) violation occurs, the school will lose its "Approved School" status and not be eligible for ABSA "Approved School" recognition for a period of no less than one (1) year. If a documented third (3rd) violation occurs, the school will lose its "Approved School" status and be permanently ineligible for ABSA "Approved School" recognition.

"20 Years of Excellence to the Surgical Community"

www.absa.net email: office@absa.net