

Surgical Assistant Documentation Checklist & Eligibility Requirements

This worksheet is not a guarantee of eligibility nor is it an exhaustive list of documentation that may be required. This is intended as a starting point for applicants. Please refer to Board Rules, Chapter 185, for complete licensure requirements.

Standard Documentation		
<input type="checkbox"/>	Post-Secondary Education	Awarded at least an Associate's degree at a two or four year institution of higher education
<input type="checkbox"/>	Educational Program	Successfully completed an educational program that meets one of the following criteria: <ul style="list-style-type: none"> • a surgical assistant program accredited for the entire duration of applicant's attendance by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), • a registered Nurse First Assisting program, • a Surgical Physician Assistant program; or • a Medical school (and receipt of a physician's degree)
<input type="checkbox"/>	National Surgical Assistant Examination	Score report documenting passage of one of the following three national certifying exams: <ul style="list-style-type: none"> • ABSA (American Board of Surgical Assistants) • NBSTSA (National Board of Surgical Technology and Surgical Assisting) • NSAA (National Surgical Assistant Association)
<input type="checkbox"/>	Board Certification	Copy of a valid, current certificate from the ABSA , NBSTSA , or NSAA
<input type="checkbox"/>	Work Experience	Documentation of at least 2000 hours of full-time, active work as a surgical assistant within the last 3 years
<input type="checkbox"/>	Licensure Verifications	Licensure verification sent directly to the board from all state/provincial licensing agencies through which you have ever been licensed, registered or certified as a health care professional.
<input type="checkbox"/>	Birth Document	Copy of passport (can be expired) or birth certificate
<input type="checkbox"/>	DPS/FBI Fingerprint Report	All SA applicants must submit fingerprints for state and national criminal history background checks. Please see TMB website for instructions. All arrests/charges must be reported on the application no matter how long ago the incident occurred, the level of the arrest/charge, or the final outcome (including dismissals).
<input type="checkbox"/>	Alternate Name Document	Required if SA applicant has had a name change as a result of marriage, divorce, naturalization, etc. A copy of the marriage certificate(s), divorce decree(s), etc. will be required for each alternate name.

Criminal History

IMPORTANT - Under application questions #1 - #5 applicants must report all level of arrests and/or charges on their application ***no matter location of the incident, how long ago it occurred or the final outcome, including dismissals.*** The following must be reported -

- All arrests, **no matter how long ago, including juvenile offenses**
- Citations involving drugs or alcohol, **no matter how long ago**
- Serious traffic offenses, **no matter how long ago**, such as reckless driving, hit and run, evading arrest, etc...

An applicant's failure to report their complete criminal history can be considered falsification of their application, will extend the processing time, and could result in punitive action by the Board.

If an applicant believes an offense was expunged they will be required to provide a copy of the expunction order. **Please note that a non-disclosure order is not an expunction order and will not permit you to withhold information regarding an arrest, citation involving drugs or alcohol, or serious traffic offense.**

If an applicant has criminal history they will be required to submit the following documentation, at a minimum. Formal review of their application will also be required once all required information has been received.

<input type="checkbox"/>	Form R	A separate Form R must be completed for each incident. Applicants will need to provide a detailed statement including the events that led up to the arrest/charge. Please refer to the Form R for detailed instructions.
<input type="checkbox"/>	Court Records	Applicants must request the arresting city/county send a copy of the complete court records for each incident directly to the TMB. If records are no longer available have a letter sent indicating this.
<input type="checkbox"/>	Arrest Records	Applicants must request the arresting city/county send a copy of the arrest report for each incident directly to the TMB. If records are no longer available please have a letter sent indicating this.