

**INSTRUCTIONS FOR COMPLETING AN APPLICATION TO REGISTER AS A SURGICAL
TECHNOLOGIST**

**APPLICATION FEES ARE NONREFUNDABLE
BEFORE YOU PROCEED, READ THE FOLLOWING POINTS CAREFULLY!**

Completing the application and registering with the Board for your practice as a surgical technologist is not required by statute.

NOTE

**AN APPLICATION THAT IS NOT COMPLETE EXPIRES ONE YEAR AFTER IT IS
SUBMITTED TO THE BOARD. IT IS THE RESPONSIBILITY OF THE APPLICANT TO
ENSURE THAT ALL NECESSARY SUPPORTING DOCUMENTS ARRIVE AT THE BOARD
PRIOR TO THE EXPIRATION DATE. IF THE ORIGINAL APPLICATION EXPIRES, THE
APPLICANT MUST SUBMIT ANOTHER APPLICATION, PAY THE APPLICATION FEE
AGAIN AND ENSURE THAT NEW SUPPORTING DOCUMENTS ALSO GET TO THE
BOARD.**

You should familiarize yourself with the qualifications required for registration by reviewing the laws and regulations governing the practice of surgical technology in Virginia. They can be found at:
https://www.dhp.virginia.gov/medicine/medicine_laws_regs.htm.

The Board works as efficiently as possible to process applications. The time from filing an application with the Board until registration is dependent upon entities over which the Board has no control. It is the applicant's responsibility to ensure that outside entities send the necessary documentation to the Board.

NB: Virginia law considers material misrepresentation of fact in an application for licensure to be a Class 1 misdemeanor. Misrepresentation may be by commission or omission. Be sure of your facts and provide full responses to the Board's questions.

A completed application must be submitted along with the payment of the registration fee of \$75.00. Applications and fees must be submitted together.

The phone number to the Virginia Board of Medicine is 804-367-4600. The Board's email address is medbd@dhp.virginia.gov

Mailing Address

Virginia Board of Medicine
9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463

The Board of Medicine discourages the use of the United States Postal Service to send documents. If possible, and if noted below, you are encouraged to have your documents sent by pdf attachment or FAX. The Board is unable to trace documents not delivered by the post office. If you wish to send your documents by overnight mail, please use FED EX or UPS.

Complete the application and pay the fee of \$75.00.

Surgical Technologists - Provide to the Board one of the two following credential pathways listed below. You may send a notarized copy to the Board. If you select item number one, the Board will not accept a document that has been copied after it has been notarized:

1. A current credential as a certified surgical technologist from the National Board of Surgical Technology and Surgical Assisting (**NBSTSA**) or its successor; or
2. Successful completion of a surgical technologist training program during the applicant's service as a member of any branch of the armed forces of the United States.

Please note:

*If you answer "yes" to any question in numbers 3-15, please provide a brief explanation on your application and send a separate written explanation to the Board, along with proof of supporting documentation of the disposition.

*Please be aware that Virginia law allows an address that is public and available to those who ask for it, but it also allows for a private address as well. The private address is referred to as the "address of record", and it is the address to which communications from the Board of Medicine are to be sent. If you give only one address, the Board will consider it as public, and it will be made available to those who ask for it. For the "address of record", you may use a P.O. Box or a practice location instead of your home address.

*Applications will be acknowledged after receipt if items are missing.

*Applications not completed within 12 months may be purged without notice from the board.

*Additional information may be requested after review by Board representatives.

****Application fees are non-refundable.***

PROCEEDING TO THE APPLICATION SIGNIFIES THAT YOU HAVE READ AND ACCEPT THE FOREGOING PRINCIPLES REGARDING THE BOARD'S PROCESSES.