



University of
Vermont Health

Sterile Processing Technician

Apprenticeship Program

NEW OPPORTUNITY!

INVEST IN YOURSELF

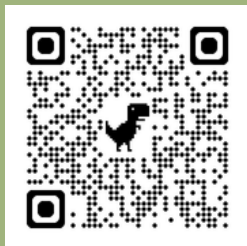
Our apprenticeship program is a paid opportunity to become a Sterile Processing Technician with no experience required.

APPLY NOW

www.jobforward.org/sterileprocessingtech

REGISTRATION DEADLINE

Wednesday, November 11th, 2026



- Guaranteed, paid employment on day one of training
- Team environment
- Full benefits
- Dedicated support during the 8-week program and the remainder of the apprenticeship

*Positions available at UVM Medical Center

* Primarily evening and night shift openings with final details determined at time of offer

Questions?

Call: 802-497-6968

Email: lida.hope@jobforward.org

**Job
Forward**»»»



University of Vermont Health ("UVMH") will not discriminate against apprenticeship applicants or apprentices based upon their age (40 and older), ancestry, color, disability, gender identity, marital status, national origin, place of birth, race, religion, genetic information, sex, and sexual orientation. UVMH will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by Title 29 of the Code of Federal Regulations, part 30; Title 21 Vermont Statutes Annotated, Labor, Ch. 13, Apprenticeship, and the Vermont State EEO Plan.

This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)'s Employment and Training Administration (ETA). The product was created by the recipient and does not necessarily reflect the official position of DOL. DOL makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

Welcome Potential Applicant!

Are you searching for meaningful work, but lack the time, money for education, or experience to progress in a career? If so, we invite you to learn more about an exciting opportunity called the *UVM Health Sterile Processing Technician Apprenticeship Program*, a collaborative effort involving the *US Department of Labor, Vermont Department of Labor, JobForward, and University of Vermont Health*.

We are now accepting applications! No experience is required. Selected applicants will be immediately employed and participate in our 8-week training program. There are up to ten (10) full-time positions being offered this session. All open positions are at University of Vermont Medical Center and are primarily evening and night shift with final details being determined at the time of offer. Various UVMH sites may be used for practicum experience.

This program is a highly successful model that provides:

- *Career training, mentoring, and guaranteed employment opportunity with UVM Health*
- *Superior quality education and professional development*
- *Student-centered learning in small cohorts of up to 10 participants*
- *Accelerated "boot camp" style format, just 8 weeks of training*

Application and Selection Process

1. All interested applicants must apply online and follow instructions to submit their resumes by **Wednesday, November 11th**.
2. Candidates must also attend an Information Session on **Thursday, November 12th**. The Information Session will provide you with detailed information about participation in the program. Attendance at this one-and-a-half-hour event is mandatory for those interested in participating.
3. All candidates who are interested in moving forward with the selection process will be invited to take several online basic aptitude assessments. These assessments will take no more than 60 minutes, and the link will be sent out following confirmation of attendance at the Information Session. The assessments must be completed by **Monday, November 16th**, at noon.
4. Based on the completed application, resume, attendance at the Information Session, and completed aptitude assessments, a group of applicants will be invited back for the first round of interviews with JobForward on **Wednesday, November 18th and Thursday, November 19th**. The first-round interviews last approximately one hour.
5. Based on the results of first-round interviews, application, resume, and aptitude assessment scores, a select number of applicants will be invited back for a second (final) round of interviews with the sponsoring employer, UVM Health, on **Tuesday, December 1st, and Wednesday, December 2nd**. The second-round interviews last approximately one hour.
6. Based on the results of the second-round interview, selected candidates will be invited to shadow in the Sterile Processing Department. These will be scheduled between **Monday, December 7th and Friday, December 11th**.
7. Final selections are based on a candidate's overall desire and potential for success in the program. Selected candidates will be notified between **Monday, December 14th and Wednesday, December 16th**. Candidates will be expected to accept offers by **Friday, December 18th**.
8. Selected employees will begin the training and the apprenticeship on **Monday, January 4th, 2027**.

If you are interested in pursuing this opportunity, you must fill out an online application at www.jobforward.org/sterileprocessingtech to receive instructions on attending the mandatory Information Session.

Remember, the deadline for applying is Wednesday, November 11th, 2026. Thank you for considering the *UVM Health Sterile Processing Technician Apprenticeship Program*. We are pleased to provide Vermont residents with the opportunity to obtain exciting careers in healthcare, and we wish you the very best of luck in the selection process.

Lida Hope

Lida Hope

Project Leader & Mentor

JobForward



Important Dates and Reminders

University of Vermont Health

Event	Date(s)	Time	Details
Information Session In-person Red Clover 40 IDX Drive, Building 200	Thursday, November 12 th	6:00pm-7:30pm	Meet employer and ask questions. In-person at the Red Clover conference room at 40 IDX Drive, Building 200, South Burlington.
Aptitude Assessment Online Assessment	Must be completed by Monday, November 16 th	12:00 Noon deadline	A link will be emailed to all applicants who attend the Information Session.
First-Round Interview 40 IDX Drive Building 100 South Burlington	Wednesday, November 18 th or Thursday, November 19 th	Times available: 8:00am - 5:00pm	If selected, candidates will receive an email on Monday afternoon with a Calendly link to schedule an interview; these must be scheduled by 7:00PM on Tuesday, November 17 th .
Second-Round Interview 40 IDX Drive Building 100 South Burlington	Tuesday, December 1 st or Wednesday, December 2 nd	Times available: 8:00am - 5:00pm	If selected, candidates will receive an email on Wednesday evening with a Calendly link to schedule an interview; these must be scheduled by 7:00PM on Monday, November 30 th .
SPD Shadows In-person at UVMHC	Shadows will happen between Monday, December 7 th and Friday December 11 th	Times will vary depending on availability	Selected candidates will hear from a UVMH Talent Acquisition Partner by Friday, December 4 th to schedule your shadow.
Final Candidate Notification Phone Calls	Monday, December 14 th to Wednesday, December 16 th . Candidates will be expected to accept offers by Friday, December 18 th .	During business hours	Only selected candidates will receive a call. Alternates may be selected and called. Be by your phone.
Sterile Processing Technician Apprenticeship Program In-Class Instruction	Monday, January 4 th through Friday, February 26 th	SHARP 7:30am-4:00pm	In-class instruction days: 7:30am - 4:00pm.

You will also be required to participate in health and background screenings at UVMH before the start of employment and training.

Important Dates and Reminders

University of Vermont Health

- ❑ **Complete online Aptitude Assessments:**
 - Following confirmation of attendance at the mandatory Information Session, you will receive a link to complete the mandatory online Aptitude Assessments. These will take approximately 60 minutes and must be completed by Monday, November 16th at 12:00 Noon.
- ❑ **You must be available to receive telephone calls:**
 - You should make yourself available via telephone at the times listed on the previous page.
 - If you are unable to be at your phone, you must provide an alternate number of an individual who can speak on your behalf.
 - Missed calls may disqualify you from participating in the selection process.
- ❑ **Interview Preparation:**
 - You should read carefully all materials in the information packet as you will be asked questions regarding the information provided.
 - You should visit the employer's website to review information about the company.
 - You should carefully review the employer's benefits sheet.
- ❑ **First- and Second-Round Interviews will last approximately one hour:**
 - You should ask any and all questions prior to the end of your interviews.
- ❑ **Selected Candidates must decide when contacted:**
 - If selected to participate, you must **be prepared to make your decision about participation by Friday, December 18th.**
 - Alternates will be contacted shortly thereafter, if appropriate.

Work Hours

University of Vermont Health

The University of Vermont Medical Center

111 Colchester Ave, Burlington, VT 05401

Hours of Operation: 24/7

Shifts: 3:00pm-11:30pm and 11:00pm-7:30am are primary shifts that are needed

Holidays: Rotation of 2 holidays a year

SPD Tech I

Job Code
D875

FLSA Status
Nonexempt

Job Family
Central Sterilization

Written By

Lauren Tronsgard-Scott

I. Job Summary

This position is responsible for ensuring all basic surgical supplies, instruments and equipment are properly inventoried, decontaminated, assembled, inspected, packaged, stored, distributed and tracked in a safe, quality and timely manner throughout the hospital and supported offsite clinics and locations. After training, able to perform all basic SPD standard work. May be required to perform additional, related duties as assigned.

II. Reporting Relationship

The SPD Technician directly reports to the SPD Supervisor, and receives direction from the Shift Coordinator, Instrument Coordinator, and educator.

III. Freedom to Act/Accountability

Works independently to complete tasks in all trained areas of department, working within the guidelines of the standard practice for the department and all applicable regulatory requirements.

IV. Working Relationships/Contacts

Works closely with various departments and clinics throughout the hospital and network including but not limited to Periop to support customer needs

V. Dimensions

Direct Reports (number of full-time employees directly supervised) :
Indirect Reports (number of full-time employees indirectly supervised):
Budget Revenue (amount of income generated by this position):
Budget Expense (amount of authorized spending by this position):
Other:

VI. Job Requirements

Education:

High School Graduate.

Experience:

One year health care experience preferred but not required.

Knowledge/Special Skills:

Basic computer knowledge. Knowledge of aseptic technique, basic microbiology, medical terminology. Excellent verbal, interpersonal and communication skills. Ability to multi-task. Demonstrates ability to work under pressure and works cooperatively with others.

VII. Career Ladder

Career Ladder

SPD Tech II, SPD Tech III, SPD Tech IV, various leadership positions throughout the department and organization

VIII. OSHA Exposure, Physical Demands and Work Environment

Refer to Attachments I and II

OSHA Exposure, Physical Demands, and Work Environment

Refer to Attachments I and II

IX. Other Information

Other Information

Confidentiality: It is an expectation that all employees at The University of Vermont Medical Center will protect the confidentiality of all patient care, personnel, and business/financial information. Employees will demonstrate their confidentiality knowledge through the use of a self-study information package and test.

Compliance: Employees will complete required competencies, annual mandatory training requirements and adhere to the code of conduct as described in The University of Vermont Medical Center Compliance Plan and brochure. In addition, the individual in this position can provide care and support to all age groups or patients in their assigned practice/work area based on physical/psychosocial, educational, safety and related criteria.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

X. Principal Accountabilities

Principal Accountabilities

1. Upholds The University of Vermont Medical Center Mission, Values, and Standards of Excellence

- a) Demonstrates integrity, compassion, and respect when working with patients, families, visitors, and staff.
- b) Protects the privacy and confidentiality of patients, families, staff and proprietary business and/or financial information of The University of Vermont Medical Center by creating and maintaining a secure, respectful, and trusting environment.
- c) Demonstrates a commitment to patients, families and staff by meeting The University of Vermont Medical Center's attendance expectations as outlined in The University of Vermont Medical Center's *Time and Attendance Policy* and departmental standards (reports to work on time, manages unscheduled time off, etc.).
- d) Adheres to The University of Vermont Medical Center *Professional Appearance Policy* and maintains a neat and well organized work area
- e) Appropriately wears an identification badge at all times.
- f) Demonstrates knowledge and understanding of job responsibilities, focuses on customer needs, and strives to do the job right the first time.
- g) Demonstrates appropriate use of The University of Vermont Medical Center's resources (phones, e-mails, Internet, photocopies, supplies, etc.)
- h) Supports and contributes to a culture that allows staff to feel appreciated, included, and valued.
- i) Displays a positive attitude and image to our patients, visitors, co-workers and community.
- j) Promotes diversity and respects coworkers, patients and their families regardless of race, color, sex, sexual orientation, gender identity or expression, ethnicity, culture, place of birth, national origin, ancestry, HIV status, religion, marital status, language, age, pregnancy, military status or affiliation, genetic information, and/or disability.
- k) Promotes and maintains a safe environment for patients and staff including identifying and reporting safety concerns through the SAFE system.

XI. Job Accountabilities

Final Steps for Completing Job Accountabilities

Final Steps for Completing Job Accountabilities

In order to comply with Federal Law regarding the Americans with Disabilities Act (ADA), a determination must be made as to whether job accountabilities are considered to be essential or non-essential.

Essential accountabilities are key accountabilities that must be performed with or without accommodation. For accountabilities to be considered essential they must meet one or more of the

following requirements:

- The performance of this function is the reason that the job exists.
- There are limited employees among whom the performance of this function can be distributed.
- This function is highly specialized. Employees are hired for the skill/ability to perform this function.
- Failure to perform this function may have serious consequences.

Non-essential accountabilities, while important, do not meet the requirements listed above and can be reassigned to another individual.

By law, The University of Vermont Medical Center must distinguish between essential and non-essential accountabilities. As a final step, return to the Job Accountabilities section of the position description, and designate those accountabilities that you consider to be NON-ESSENTIAL by choosing "N" following each description of accountability.

Job Accountabilities

Accountability	Essential
1. Decontamination of Soiled Items according to IFU and Procedure - Keep work area clean at all times - Wear appropriate PPE for all job tasks - Scan work tasks into SPM - Prepare solutions and equipment for washing and disinfecting - Perform regulatory checks on equipment and processes - Follow appropriate priorities as identified by SPM and/or leadership/peers - Perform Breakdown/organization/staging of contaminated instrumentation when returned - Disassemble and clean basic instrumentation according to IFU, practice and training - Load, operate and monitor ultrasonic cleaning equipment according to IFU, practice and training - Load, operate and monitor automatic washers according to IFU, practice and training - Other decontamination-related activities as needed	Y
2. Assemble and Inspect Instrumentation - Keep work area clean at all times - Wear appropriate PPE for all tasks - Scan work tasks into SPM - Prepare work area for pack and prep - Prioritize work as identified by SPM or leadership/peer direction - Assemble, inspect, test and track basic instrumentation and sets according to IFU, practice and training - Ensure correct instrumentation is in sets. Identify missing or damaged instrumentation and inform leadership as appropriate - Wrap, containerize and/or package according to IFU, practice and training - Other pack & prep-related activities as needed	Y
3. Manage Sterile Inventory - Keep work area clean at all times - Wear appropriate PPE for all tasks - Scan work tasks into SPM	Y

- d. Ensure sterile items are tracked and stored in correct location
- e. Manage, replenish and make ready for use all nursing sets and Specialty carts
- f. Other inventory-related activities as needed

4. Policies and Procedures Y

- a. Observe all hospital and department policies
- b. Complete incident form (with assistance as necessary) for all job incidents/accidents prior to the completion of the scheduled shift
- c. Provide input on improvements/issues and/or changes to process or procedure

5. Other duties Y

- a. Attend staff meetings, training, in-service
- b. Monitor email and other critical communication venues
- c. Anticipates customer needs with delivery of service that consistently meets quality standards
- d. Actively and positively communicates in alignment with hospital values and beliefs. Supports phone and in-person requests for all customers
- e. Observes all Hospital and departmental policies and procedures.
- f. Performs other related job duties as required.

Attachment I - Exposure Categories for OSHA

Exposure Categories for OSHA

When Infectious Disease is chosen (see Attachment II, section E), the OSHA Exposure Category will be set to I,II. If it is not checked, the OSHA Exposure Category will default to III. For further information on OSHA Exposure, refer to the below category descriptions.

Exposure Determination:

Exposure (or potential exposure) to Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV) is defined in terms of actual (or potential) skin, mucous membrane, or potential contact with blood, body fluids, or tissues. Each position is categorized according to likelihood of exposure. Protective equipment shall be readily available. Employees shall be educated in the appropriate use of protective equipment according to their job classifications.

Category I,II

Category I. Tasks involving exposure to blood, body fluids, or tissues:

All procedures or other job related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are Category I tasks. Use of appropriate protective measures is required for every employee engaged in Category I tasks. All Category I tasks do not involve the same type or degree of risk and therefore all do not require the same kind or extent of protection. Specific combinations of clothing and equipment are tailored for specific tasks. Minimum levels of protection in most cases include use of appropriate gloves. If there is the potential for splashes, protective eyewear or face shields should be worn. If there is potential for clothing being soaked with blood, protective gowns or aprons should be worn.

Category II. Tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category I tasks:

The normal work routine involves no exposure to blood, body fluids, or tissues but exposure or potential exposure may be required as a condition of employment. Appropriate protective equipment (e.g., gloves, protective eyeglasses, masks, or gowns will be readily available to every employee engaged in Category

II tasks. Employees need not be wearing protective equipment, but should be prepared to use appropriate protective garb on short notice.
 All employees engaged in Category I and II exposure tasks are offered hepatitis B vaccine through Employee Health Services.

Category III

Tasks that involve no exposure to blood, body fluids, or tissues and Category I tasks are not a condition of employment:

The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones, and personal contacts such as handshaking are Category III tasks.

If Category I and II tasks do not exist in the department, then no specific personal hygiene or protective measures are required. However, these employees should be aware of the risk factors associated with transmission of HBV and HIV so that they can recognize situations that pose increased potential for exposure and know how to avoid or minimize personal risk.

Attachment II - Physical Demands and Work Environment

Job Details

Job Code: D875
Job Title: SPD Tech I
OSHA Category: I, II

A. Weight-Related Functions and Categories

Function	Weight
Lifting	35 to 50 lbs.
Carrying	11 to 24 lbs.
Pushing/Pulling	over 74 lbs.

B. General Functions

Standing
Walking
Bending
Kneeling
Crouching
Twisting

Balancing

Reaching Above

Reaching Out

Reaching Below

C. Hand Manipulations

Simple Grasping

Firm Grasping

Firm Manipulation

Pushing/Pulling

Use of Hand

D. Foot Manipulations

Repeat Movement

Use of Leg

E. Sensory Functions

Far Vision

Near Vision

Color Vision

Depth Vision

See Fine Details

Hear Normal Speech

Overhead Paging

Talking

Telephone

F. Environmental Conditions

Infectious Disease

Chemical Agents

Noisy Environment

Criminal Background Check and Health Screening

(This policy is subject to change)

All offers of employment with UVM Health are contingent upon completion of a background check and health screen with results that comply with the parameters of this policy.

Prior to employment, UVM Health conducts a background screen for each employee selected for the program.

If selected to participate in this program, you will be asked to consent to a pre-enrollment criminal background check and pass a pre-enrollment health screening. Health screenings must occur at locations authorized by UVM Health.

Criminal Background Check will Include:

1. Validation of social security and associated validating information including but not limited to date of birth, former names used, and current and former addresses.
2. Multi-County Criminal checks will be run on counties that applicants have listed on the release form. This includes counties of residence for a period of up to seven years.
3. Federal Criminal History checks district court records for crimes committed in violation of federal law.



Benefits Overview

University of Vermont Medical Center

✓ Who's Eligible?

- **Employees:** Regular or temporary, working:
 - Full-Time (72–80 hours per pay period)
 - Part-Time 1 or Part-Time 2 (40–71 hours per pay period)
 - **Dependents:** Legal spouse and children up to age 26.
 - **Start Date:** Benefits begin the first of the month after your hire date (or same day if hired on the 1st).
-

Health Insurance Options

Medical Insurance (via Cigna)

- Choose from 3 plans:
 - **1 PPO (Preferred Provider Organizations)** – Lower deductibles, higher premiums, more flexibility.
 - **2 HDHPs (High Deductible Health Plans)** – Lower premiums, higher deductibles, HSA-eligible.
- Preventive care (like annual checkups) is covered at 100% with in-network providers.
- All plans include prescription drug coverage through Navitus.

Dental Insurance (via Delta Dental)

- Choose from 3 plans, all covering:
 - 100% of preventive care (cleanings, exams)
 - Orthodontic care for children

Vision Insurance (via VSP - Vision Service Plan)

- Choose from 2 plans to help cover:
 - Glasses, contact lenses and eye exams
 - Coverage extends to spouses and dependent children

Spending & Savings Accounts

Flexible Spending Accounts (FSAs) – via HSA Bank

- Use pre-tax dollars to pay for eligible expenses.
- Options include:
 - **Health Care FSA** – General Purpose
 - **Health Care FSA** – Limited Purpose (for dental/vision only, if you have an HSA)
 - **Dependent Care FSA** (for child or elder care)

Health Savings Account (HSA) – via HSA Bank

- Available if you enroll in a High Deductible Health Plan.
 - You can contribute pre-tax dollars, and the employer also contributes.
 - Funds roll over year to year and can be used for qualified medical expenses.
-

Life & Disability Insurance

- **Basic Life Insurance:** Free coverage equal to 2x your annual salary.
 - **Optional Life Insurance:** Buy extra coverage for yourself, spouse, or children.
 - **Short-Term & Long-Term Disability:** Provided at no cost; protects your income if you're unable to work.
 - **Maternity Leave:** Covered under short-term disability.
-

Additional Voluntary Benefits

- **Supplemental Medical Insurance (via Voya):** Helps cover costs from accidents, illness, or hospital stays
- **Identity Protection (via Allstate):** Credit monitoring + identity theft recovery
- **Pet Insurance (via Nationwide):** Reimbursement for vet bills, including accidents and illnesses
- **403(b) Retirement Plan:**
 - Available to all employees
 - Contribute pre-tax or Roth (after-tax)
 - After six months of employment, full-time and part-time employees (.5 FTE+) become eligible for an employer basic contribution starting at 3% and an employer matching contribution of 2%

Employee Wellbeing & Mental Health

- Wellness Program: Free health coaching, events, and programs for physical, mental, and financial wellbeing
 - Headspace App: Free access to meditation and mindfulness tools for you + 5 guests
 - Mental Health Support:
 - Lyra: Confidential therapy and mental health services for employees and household family members
 - EFAP (Employee & Family Assistance Program): Free, confidential counseling (virtual, phone, or in-person)
-

Combined Time Off (CTO)

- One bank of time for vacation, sick days, personal days, and holidays.
 - Eligible Full-Time accrual starts at 26 days per year, prorated for Part-Time.
 - Accrual depends on position, hours worked and years of service.
-

Education & Certification Support

- After 1 Year of Employment: Eligible Full-Time employees are provided \$3,200 annually for education reimbursement, prorated for eligible Part-Time.
 - After 6 Months: Apply for a \$500 grant toward professional certifications.
-

If you have additional questions about the Benefits offered, please contact the HR Solution Center by calling (844) 777-0886 or emailing HRSolutionCenter@uvmhealth.org

	Preferred Provider Organization			High Deductible Health Plan					
	400 Plan			1700 Plan			3400 Plan		
	Tier 1/Domestic	In network	Out of network	Tier 1/Domestic	In network	Out of network	Tier 1/Domestic	In network	Out of network
General Medical									
Coinsurance	5%	10%	30%	10%	20%	30%	10%	20%	0%
Deductible	\$400/\$1,200		\$800/\$2,400	\$1,700/\$3,400		\$3,400/\$6,800	\$3,400/\$6,800		\$6,800/\$13,600
Out-of-Pocket Maximum	\$1,700/\$5,100		\$2,300/\$6,900	\$5,000/\$10,000			\$6,000/\$12,000		\$6,800/\$13,600
Preventive Care	No charge		30% after deductible	No charge		30% after deductible	No charge		0% after deductible
Primary Care	No charge	\$10		10% after deductible	20% after deductible		10% after deductible	20% after deductible	
Specialist	\$25								
HSA	Not eligible			HSA with \$567/\$1,134 UVM Health contribution			HSA with \$1,134/\$2,267 UVMH contribution		
Chiropractic Care (up to 20 visits)	\$25		30% after deductible	10% after deductible	20% after deductible	30% after deductible	10% after deductible	20% after deductible	0% after deductible
Acupuncture (up to 12 visits)									
Maternity Office Visit: Initial visit to confirm pregnancy	\$10 copay visit								
Outpatient Care									
Outpatient Behavioral Health Services or Substance Use Disorder Services	No charge	\$10	30% after deductible	10% after deductible	20% after deductible	30% after deductible	10% after deductible	20% after deductible	0% after deductible
Outpatient Therapy (Physical, Occupational, Speech)		\$25							
Outpatient Lab & X-rays		10% after deductible							
Imaging (CT, MRI, PET Scans)	5% after deductible								
Outpatient Surgery and Surgery Physician or Surgeon Fees									
Emergency Services									
Emergency Room (waived if admitted)	\$50 copay			10% after deductible					0% after deductible
Ambulance (Must meet emergency criteria)	No charge								
Urgent Care	\$25								
Inpatient									
Hospital Stay (Includes Maternity Delivery & Newborn Services, Labs, Scans and X-rays)	5% after deductible	10% after deductible	30% after deductible	10% after deductible	20% after deductible	30% after deductible	10% after deductible	20% after deductible	0% after deductible
Inpatient Services (Behavioral Health Substance Use Disorder)									

UVMHC 2026 Medical and Prescription Drug Rates

		Bi-Weekly		
		Your Cost	UVM Health	Annual Cost (You + UVM Health)
Cigna PPO 400				
Full-Time (72-80 Hours)	Single	\$92.14	\$368.54	\$11,977.80
	2 Person	\$184.32	\$737.30	\$23,962.20
	Family	\$244.20	\$976.82	\$31,746.48
Part-Time (60-71 Hours)	Single	\$138.21	\$322.47	\$11,977.80
	2 Person	\$276.49	\$645.13	\$23,962.20
	Family	\$366.30	\$854.72	\$31,746.48
Part-Time (40-59 Hours)	Single	\$184.27	\$276.41	\$11,977.80
	2 Person	\$368.64	\$552.98	\$23,962.20
	Family	\$488.40	\$732.62	\$31,746.48
Cigna HDHP 1700				
Full-Time (72-80 Hours)	Single	\$75.05	\$341.85	\$10,839.48
	2 Person	\$150.12	\$683.88	\$21,684.12
	Family	\$199.11	\$907.05	\$28,760.16
Part-Time (60-71 Hours)	Single	\$116.73	\$300.17	\$10,839.48
	2 Person	\$233.52	\$600.48	\$21,684.12
	Family	\$309.72	\$796.44	\$28,760.16
Part-Time (40-59 Hours)	Single	\$158.43	\$258.47	\$10,839.48
	2 Person	\$316.92	\$517.08	\$21,684.12
	Family	\$420.35	\$685.81	\$28,760.16
Cigna HDHP 3400				
Full-Time (72-80 Hours)	Single	\$69.01	\$314.35	\$9,967.32
	2 Person	\$138.06	\$628.89	\$19,940.64
	Family	\$183.31	\$835.06	\$26,477.64
Part-Time (60-71 Hours)	Single	\$107.34	\$276.02	\$9,967.32
	2 Person	\$214.74	\$552.21	\$19,940.64
	Family	\$285.15	\$733.22	\$26,477.64
Part-Time (40-59 Hours)	Single	\$145.68	\$237.68	\$9,967.32
	2 Person	\$291.44	\$475.51	\$19,940.64
	Family	\$386.98	\$631.39	\$26,477.64

UVMMC 2026 Dental Rates				
		Bi-Weekly		
		Your Cost	UVM Health	Annual Cost (You + UVM Health)
Basic				
Full-Time (72-80 Hours)	Single	\$4.45	\$13.35	\$462.72
	2 Person	\$8.07	\$24.21	\$839.16
	Family	\$14.69	\$44.07	\$1,527.84
Part-Time (60-71 Hours)	Single	\$6.23	\$11.57	\$462.72
	2 Person	\$11.29	\$20.99	\$839.16
	Family	\$20.57	\$38.19	\$1,527.84
Part-Time (40-59 Hours)	Single	\$13.35	\$4.45	\$462.72
	2 Person	\$24.21	\$8.07	\$839.16
	Family	\$44.07	\$14.69	\$1,527.84
Core				
Full-Time (72-80 Hours)	Single	\$5.11	\$15.35	\$531.84
	2 Person	\$9.28	\$27.82	\$964.56
	Family	\$16.89	\$50.65	\$1,755.96
Part-Time (60-71 Hours)	Single	\$7.16	\$13.30	\$531.84
	2 Person	\$12.98	\$24.12	\$964.56
	Family	\$23.64	\$43.90	\$1,755.96
Part-Time (40-59 Hours)	Single	\$15.34	\$5.12	\$531.84
	2 Person	\$27.83	\$9.27	\$964.56
	Family	\$50.65	\$16.89	\$1,755.96
Buy-Up				
Full-Time (72-80 Hours)	Single	\$5.47	\$16.41	\$568.80
	2 Person	\$9.99	\$29.96	\$1,038.72
	Family	\$18.19	\$54.58	\$1,892.04
Part-Time (60-71 Hours)	Single	\$7.66	\$14.22	\$568.80
	2 Person	\$13.98	\$25.97	\$1,038.72
	Family	\$25.47	\$47.30	\$1,892.04
Part-Time (40-59 Hours)	Single	\$16.41	\$5.47	\$568.80
	2 Person	\$29.96	\$9.99	\$1,038.72
	Family	\$54.58	\$18.19	\$1,892.04

2026 Vision Rates				
		Bi-Weekly		
		Your Cost	UVM Health	Annual Cost (You + UVM Health)
Core				
All	Single	\$2.29	\$0.00	\$59.64
	2 Person	\$4.59	\$0.00	\$119.40
	Family	\$7.39	\$0.00	\$192.24
Buy-Up				
All	Single	\$3.77	\$0.00	\$97.92
	2 Person	\$7.55	\$0.00	\$196.20
	Family	\$11.77	\$0.00	\$306.12

Apprenticeship Overview

The Central Sterile Processing Technician is responsible for performing the duties of instrument cleaning, processing, and sterilization in accordance with manufacturer recommendations and maintain appropriate logs to meet regulatory and sterilization standards. Observes appropriate standards for cleaning, high-level disinfection, and sterilizing contaminated items. Cleans and assembles instrument trays for sterilization. Instruments and supplies need to be sorted, wrapped into packages, and appropriately labeled. Sterilizes supplies following manufacturer and facility standards. Monitors equipment for proper temperature and working order and reports any malfunctions to supervisor and/or representatives responsible for service and maintenance. In addition, the technician will make substitutions for damaged and missing instruments as well as check sterile items for expiration dates and rotate stock. Any lost instruments should be reported to the supervisor.

The term of the apprenticeship shall be defined by the attainment of competencies, both technical and behavioral, of the apprenticeship as listed in the tables reasonably within 2000 hours of OJL.

Competency in the work processes outlined herein can be demonstrated through a variety of venues including observation, proficiency demonstration/aptitude exam, questions and answers, learner's products, simulations, project work, and/or mentor testimony or evidence as demonstrated on the job.

The affiliate hospitals will assess each apprentice's prior experience to determine what credit for advanced standing will be awarded for the work processes schedule (WPS) and Related Instruction (RI). Prior experience will be assessed through resumes, interviews, University of Vermont Health job assignments and/or demonstration of competencies. Assigned mentors will assess apprentices for credit for prior experience at any time during the probationary period.

The following are the core Central Sterile Processing Technician related work processes for the apprenticeship.

1	Policies and Procedures and Instruction for Use A. Demonstrates knowledge of: B. Following IFUs (Instructions for Use) for instruments and equipment. C. How to locate and follow all IFUs. D. Facility Policy and Procedures. E. Infection Control Standards. F. State and Federal Regulations. G. OSHA Guidelines. H. HIPAA/Compliance. I. Risk Management/Incident Reporting and Documentation J. Loaning/borrowing equipment K. Policy for time clock/timecard use L. Chain of Command/Organizational Chart M. Policies and procedures related to cleaning, disinfection, sterilization, quality control processes for the instrument processing areas, and maintenance of sterilized supplies in the center.
---	--

Apprenticeship Overview

2	Success Through Effective Communication and Teamwork - AORN (Association of periOperative Registered Nurses) Team Communication Guideline A. Attends and participates in daily safety huddles/briefings. B. Communicates with the perioperative team regarding equipment and instrument updates, i.e., out for repairs, equipment/instrument turnover. C. Demonstrates behaviors defined by the organization for code of conduct and ideal team behaviors. D. Reports safety concerns via the SAFE system or the SQSS (Strategic Quality Support System). E. Uses a standardized hand-over tool, checklist, or protocol for the transfer of instrument or equipment information between individuals and teams. F. Notifies the receiving team member of any potential equipment update status or concern before the patient arrives at the OR (Operating Room). G. Allows participants the opportunity to voice concerns and ask questions in real time. H. Collaborates with Materials Manager in repair/ replacement of instruments. I. Assists with orientation/training of new OR staff in the operation of Central Processing. J. Performs all other duties as assigned by supervisor. K. Regularly maintains work area, equipment, and supplies in a neat and organized manner. L. Works closely with staff to anticipate the needs of the surgery schedule. M. Assists in cost control.
3	Infection Control A. Follows appropriate Standard, Universal, Contact Precautions. B. Retains knowledge of AORN (Association of periOperative Registered Nurses) Standards and Practice and AAMI (The Association for the Advancement of Medical Instrumentation). C. Uses appropriate personal protective equipment (PPE). D. Maintains knowledge of handling soiled linen, trash, biohazard materials and infectious/noninfectious waste. E. Has an awareness of traffic control patterns in clean rooms. Keeps the pass-through window closed. F. Follows Daily/Weekly/Quarterly cleaning schedules. G. Utilizes principles of aseptic technique. H. Practices Event-Related Sterility (shelf rotation, package inspection). I. Maintains all mandatory logs. J. Exhibits good hand-washing techniques.
4	Cleaning, decontamination, and disinfection of surgical equipment and instruments A. Maintains the work environment in a safe, clean, and orderly fashion. B. Disinfects and sterilizes equipment after use. C. Demonstrates the steps for cleaning all general instruments. D. Describes steps for cleaning specialty instruments such as lumens, cameras, and batteries. E. Prepares enzymatic solution with appropriate temperature requirements and exposure time; ensures proper brush sizes.

Apprenticeship Overview

	F. Follows the procedure for dirty instrumentation transport. G. Adheres to proper sequence for putting on and taking off PPE per CDC (Centers for Disease Control and Prevention) guidelines. H. Cleans instruments to prepare them for sterilization. I. Differentiates sterilization and disinfection methods required for specific instruments and equipment. J. Prepares items for decontamination and conducts decontamination procedures. K. Returns clean equipment to the proper area, in the appropriate sequence, for storage and/or processing. L. Reviews manufacturers' instructions for use (IFU) related to requirements for processing surgical instruments. M. Performs testing to assess the efficacy of cleaning medical devices. N. Evaluates manual cleaning using objective measures (e.g., chemical reagent tests for detecting clinically relevant soils [e.g., protein]). O. Verbalizes a review of facility policies and procedures related to cleaning and care of surgical instruments. P. Participates in QAPI (Quality Assurance Performance Improvement) related to care and cleaning of surgical instruments as assigned. Q. Records cleaning and care of surgical instruments accurately, completely, and legibly according to facility or health care organization policies and procedures. R. Reports and documents adverse events according to facility-specific policy.
5	Workroom Practice A. Performs quality checks on instrumentation during assembly (sharpness of scissors, pitting, cracking, and any other defects in an instrument that could compromise sterility). B. Checks insulated instruments such as a cautery hook and why it is so important to check them. C. Prepares proper assembly placement of instrumentation in sets. D. Chooses the proper size of peel packs and what to do and not do when peel packing an item. E. Utilizes instrument protectors for fragile or sharp instruments in sets, as well as protectors to keep instruments open in peel packs. F. Demonstrates the placement of indicators in sets. G. Demonstrates proper wrapping techniques. H. Demonstrates checking wrap for holes prior to wrapping at tray. I. Describes all types of indicators and their use. J. Correctly utilizes rigid sterilization containers. K. Utilizes corner protectors for wrapped trays. L. Properly places instrumentation on sterilization racks. (Per AAMI, peel packs standing up in a rack and wraps above containers.) M. Describes proper sterilization parameters and how to check them on a sterilization receipt. N. Allows cooling time for trays after steam sterilization. O. Describes the appropriate tray temperature range before touching the trays after steam sterilization.

Apprenticeship Overview

	P. Properly cares for instruments with lumens.
6	Inspection and Evaluation of Surgical Instruments A. Describes and demonstrates how to thoroughly inspect and evaluate instruments. B. Describes and demonstrates how to test sharpness on instruments. C. Describes and demonstrates how to thoroughly inspect and evaluate delicate and micro-instruments. D. Describes and demonstrates how to thoroughly inspect and evaluate rigid containers. E. Describes a proactive approach to maintaining a consistently reliable instrument inventory. F. Describes the current instrument sharpening protocol and schedule. G. Identifies common solutions in the department that damage surgical instruments. H. Describes the difference between rust and stain as they appear on stainless steel and can also explain what steps are to be taken with each. I. Describes the different maintenance requirements between needle drivers that have stainless steel. J. Describes the function and important differences between scissors. K. Describes the function between blades. L. Describes and demonstrates the necessary steps for a thorough inspection and evaluation of loaner instrument trays.
7	Biologicals and Controls A. Describes why biologicals are used, when they are used, and how they are used. B. Explains how and why biological controls are used. C. Describes the process for reading and documenting the biological outcome.
8	Sterilization A. Utilizes appropriate incubators and checks receipts appropriately. B. Places biological indicator and chemical indicator in appropriate package per manufacturer's IFUs for sterilization (ex. peel pack or basket). C. Places biological and chemical indicators in appropriate location per machine IFU. D. Verifies color change on biological and chemical indicator once cycle is complete, indicating the efficacy of the machine. E. Documents Biological Indicator either manually or electronically once cycle is complete (ex. Lot #, what time BI is incubated, what slot it was placed in the incubator, what time BI was read and if it passed or failed). F. Uses correct PPE to remove biologicals and items from low temperature machines. G. Complies with the Chemical Integrator IFU. H. Complies with manufacturer's IFUs for low temperature auto reader incubator use, cleaning, and maintenance.
9	Operate Medical Equipment A. Examines equipment to detect leaks, worn or loose parts, or other indications of disrepair. B. Reports defective equipment to appropriate supervisors or staff.

Apprenticeship Overview

	C. Starts equipment and observes gauges and equipment operation to detect malfunctions and to ensure equipment is operating to prescribed standards. D. Operates and maintains steam autoclaves following manufacturer and facility standards. E. Maintains records of loads completed, items in loads, and maintenance procedures performed.
10	Preparation, Packaging, and Sterilization of Surgical Equipment A. Performs hand hygiene prior to handling items to be packaged for sterilization. B. Inspects items for cleanliness, functionality, and integrity. C. Assembles items for packaging and sterilization. D. Transfers and sterilizes items safely and accurately. E. Inspects packaging materials, including container filters, and does not use packaging materials with defects or extraneous materials that cannot be removed. F. Selects the size of wrapping material to achieve coverage of the items to be packaged. G. Packages items to be sterilized in a manner that facilitates sterilization, maintains sterility, and provides for an aseptic presentation of the package contents. H. Examines filter plates before and after the sterilization process and verifies that single-use or reusable filters and valve systems are secured and working correctly before sterilization; considers contents unsterile if the filter is damp, dislodged, has holes, tears, or punctures. I. Labels packages to be sterilized with the sterilizer number, cycle or load number, date of sterilization, description of the contents (e.g., Kerrison rongeur), and identification of the assembler. J. Places a Chemical Indicator (CI) on the outside and inside of every package unless the internal indicator is readable through the package material. K. Verifies that package labels are visible and securely fixed to the package. L. Writes on the indicator tape or affixed label of wrapped packages or on the plastic side of peel pouches and not on the packaging material. M. Removes damaged items from service for repair or replacement. N. Verbalizes a review of facility policies and procedures related to sterilization packaging systems. O. Participates in QAPI programs related to packaging systems as assigned. P. Sterilizes instruments and equipment properly, fully, and in accordance with standard operating procedures and/or manufacturer recommendations (IFUs) Q. Understands using the Spaulding classification system to identify noncritical, semi-critical, and critical items. R. Adheres to functional workflow patterns from high contamination areas to clean areas. S. Monitors sterilized material for package integrity and labeling and storage methods that promote sterility. T. Loads sterilizer properly, use correct cycle settings. U. Operates and maintains steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed. V. Ensures integrity and effectiveness of sterilization process. W. Reports lost instruments to supervisor.

Apprenticeship Overview

	X. Locates, reviews, and asks clarifying questions on the policy and procedure for sterilization.
11	Instrument Assembly A. Demonstrates the ability to utilize the hospital computer system to select and print instrument listings. B. Demonstrates the ability to utilize the SPD's (Sterile Processing Department) instrument books to obtain assembly, packaging, sterilization, and processing information. C. Assembles instrument sets, supplemental instruments, and utensils in accordance with guidelines published in the SPD's instrument listings. D. Inspects instruments for cleanliness and workability before packaging. E. Tests instruments when required according to manufacturer's instructions for use. F. Ensures that instruments assembled are correct, quantities required are filled, and special assembly instructions included on the instrument listings are followed.
12	Instrument Set Assembly A. Checks washed instruments for cleanliness or mineral deposits (lumens, box locks, etc.). B. Checks for functionality (sharpness, locking mechanisms, etc.). C. Assembles the set according to the count sheet. D. Describes the procedure for incomplete sets. E. Determines best sterilization method per the manufacturer's IFU. F. Performs basics of sterile packaging (list and describe all methods). G. Accurately considers placement of instruments in set. H. Describes the mechanism for processing house trays (receiving, processing, issuing). I. Describes the procedure used to ensure sharp instruments. J. Describes safety precautions in the assembly area. K. Performs regularly scheduled preventative maintenance in all sterile processing areas when required. L. Performs labeling requirements after assembly. M. Describes the Shelf-Life policy and its implications. N. Demonstrates wrapping methods. O. Describes non-sterile packaging.
13	Sterilization Packaging Systems A. Uses sterilization packaging that is compatible with specific sterilization methods and cycles (steam, low-temperature hydrogen peroxide, ethylene oxide). B. Reviews the packaging manufacturer's instructions for use (IFU) for sterilization method and cycle type compatibility. C. Performs packaging for sterilization in an area intended, designed, and equipped for packaging. D. Stores packaging materials in accordance with the manufacturer's IFU and separates from potential sources of contamination; considers temperature and humidity parameters, as necessary. E. Creates and follows a standardized sterilization process for packaging to reduce the risk of error related to human factors.

Apprenticeship Overview

	F. Uses organizing accessories to assist in applying a standardized process. G. When permitted, uses towels that are lint-free and commercially laundered. H. Uses tip protectors to protect sharp items from damage and personnel injury; tip protectors should be validated for the sterilization method and colored (not clear). I. Verifies that instruments and medical devices have been cleaned, inspected, dried, and assembled according to the IFU prior to packaging. J. Performs hand hygiene before handling instruments and medical devices. K. Positions items ready for sterilization in a way that facilitates sterilant contact with all surfaces and aseptic presentation of the package contents at point of use. L. Follows the manufacturer's IFU for loaner instrumentation and device packaging. M. Follows facility guidelines for placing count sheets into instrument trays. N. Uses external and internal chemical indicators (CIs) specific to the sterilization method with each package and understands that: O. Places internal CIs in an area in the package with the greatest challenge to sterilization (e.g., air removal and sterilant contact). P. Follows the manufacturer's IFU for CI use, placement, and storage. Q. Uses sterilization wrap according to the manufacturer's IFU. R. Uses corner protectors. S. Uses wrapping material large enough to completely cover the item being packaged. T. Wraps the item securely to prevent gapping, billowing, or formation of air pockets. U. Uses absorbent material and tray liners when indicated. V. Uses either two single wraps or one double-bonded wrap. W. Uses peel pouches according to the manufacturer's IFU for sterilization methods and cycles. X. Uses rigid sterilization containers according to the manufacturer's IFU. Y. Inspects and cleans rigid containers before each use. Z. Removes sterilization containers that do not meet inspection for refurbishing or replacement. - AA. Labels packages with the sterilizer identifier, cycle, and load number; sterilization date; description of the contents; and identifier of personnel who prepared and wrapped the package. - BB. If a marker is used to record information, uses nontoxic, nonbleeding, and indelible ink. - CC. Writes only on the indicator tape, affixed label, or plastic side of peel pouches. - DD. Locates, reviews, and asks clarifying questions on the policy and procedure for packaging systems.
14	Record Vital Statistics or Other Health Information A. Records sterilizer test results. B. Maintains records of sterilization cycles for a period of time specified by the health care organization.
15	Sterile Storage Areas A. Describes "event-related" shelf life. B. Describes proper storage of instruments, i.e., trays, peel pouches, and scopes (endoscopes and cystoscopes).

Apprenticeship Overview

	C. For facilities with endoscopes, knows the requirements for the storage of endoscopes. D. Monitors temperature and humidity daily.
16	Manage Inventory and Restocking A. Maintains a safe, clean, and orderly storage environment. B. Stores sterilized instruments and equipment properly. C. Stocks, rotates, inspects, confirms, distributes, and monitors usage of items. D. Checks sterile supplies to ensure that they are not outdated. E. Maintains records of inventory or equipment usage and orders medical instruments or supplies when inventory is low. F. Understands the shelf life of sterilized items. G. Limits exposure to moisture, dust, direct sunlight, and temperature and humidity extremes.
17	Personal and Professional Development for Sterile Processing A. Pursues continuing education and ongoing learning.

Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

	PROFESSIONAL/BEHAVIORAL COMPETENCIES
1	Participation in team discussions/meetings (morning huddles and staff meetings) - active listening, no side conversations; comments and suggestions as appropriate
2	Focus in team discussions/meetings (same as #1)
3	Focus during independent work
4	Openness to new ideas and change (open to feedback and not negative when change is introduced)
5	Ability to deal with ambiguity by exploring, asking questions, etc.
6	Knows when to ask for help
7	Able to demonstrate effective group presentation skills (morning huddles and staff meetings) - appropriate language and positive attitude when sharing ideas, answering questions, or making comments or suggestions.
8	Able to demonstrate effective one-on-one communication skills
9	Maintains an acceptable attendance record
10	Reports to work on time
11	Completes assigned tasks on time
12	Uses appropriate language
13	Demonstrates respect for patients (adheres to code of conduct)

Apprenticeship Overview

14	Demonstrates trust, honesty and integrity
15	Requests and performs work assignments without prompting
16	Appropriately cares for personal dress, grooming and hygiene
17	Maintains a positive attitude
18	Cooperates with and assists co-workers
19	Follows instructions/directions
20	Able to work under supervision
21	Able to accept constructive feedback and criticism
22	Able to follow safety rules
23	Able to take care of equipment and workplace
24	Able to keep work area neat and clean
25	Able to meet supervisor's work standards
26	Able to not let personal life interfere with work
27	Adheres to work policies/rules/regulations

Tips For Success



We are often asked how best to prepare for the weeks of education and have compiled a list of **Tips For Success** below.

Plan Ahead



- **Time Commitment** – When evaluating this training program, consider the significant time commitment. Classes run Monday through Friday, from 7:30 am to 4:00 pm. This rapid-paced program could potentially impact time with loved ones.



- **Childcare Plan** – Due to the class schedule, you may not be available to drop off or pick up your child from school, or watch them during the day. Plan childcare well ahead of the first class day to ensure their care.



- **Transportation Plan** – Attendance is a crucial factor in ensuring your success in the program. Have a plan for backup transportation in the event that your primary transportation is not available. We recommend identifying a friend, family member, or classmate who lives on your route and would be willing to drive you when needed.

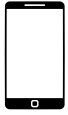


- **Vaccinations** – Your employer may mandate COVID-19 vaccination and other vaccines. Ensure full vaccination before your first day of class to avoid rescinded offers or delayed start dates, putting you behind your peers.

Create an Action Plan



- **Avoid scheduling appointments during class time** – Even a single excused absence in this fast-paced class can hinder your progress. If you need to attend to a responsibility, promptly inform your instructor. Attendance during the initial 90 days of employment is crucial.



- **Develop professional cell phone habits** – Cell phone use will be highly restricted throughout the eight-week class and subsequent apprenticeship and job. Personal use can distract from class and work, and may breach confidentiality. Start limiting your daytime phone use now, as breaking this habit can be challenging.



- **Adapt to a work-friendly smoking schedule** – Smoking breaks will be limited. Smokers are encouraged to adjust to this schedule early. Transitioning your smoking routine may be stressful, so seek strategies for a smoother change. If you want to quit, let us know—we're here to support healthy choice.



- **Prescription refills** – Check your regular medications and ensure you have enough refills for the program and early apprenticeship months. If running low, contact your healthcare provider for more ahead of time. Schedule any refill authorizations before classes start.

Support



- **Create a strong support system** – During these eight (8) weeks, most of your time will be committed to class time, leaving less time for other duties such as childcare, housework, meal preparation and errands. We encourage you to talk to your family and friends about your new investment and seek help in fulfilling your outside responsibilities wherever possible.



- **Use your resources** – You will be armed with contact information for individuals managing your class program including your mentor and instructor. You have been selected for this class because you have made an investment in YOU! These individuals are committed to ensuring your success; take advantage of our supporting staff for any academic or personal struggles.

Take Care of Yourself



- **Plan balanced meals for yourself** – Just as your body burns calories when exercised, your mind will be challenged during these 8 weeks, requiring plenty of energy. Prioritize balanced, nutritious meals and hydration to ensure you are adequately fueling yourself for success.



- **Make time for sleep** – Balancing sleep can be tough for students, but it's crucial for processing information and performing well in class. Inadequate amounts of sleep can easily lead to struggles in the classroom.

Frequently Asked Questions & Answers

University of Vermont Health

FAQ&A General

1. Who supports the Apprenticeship Program?

This session is supported by the *US Department of Labor*, *Vermont Department of Labor*, *JobForward*, and our sponsoring employer, *University of Vermont Health*. *UVMH* is also supporting part of the costs for the students and is providing in-kind contributions and apprenticeship opportunities to applicants who may otherwise not have the opportunity to enter the healthcare field.

2. How long is the Apprenticeship Program and when will classes begin?

The core education is eight (8) weeks long. Classes, employment, and the apprenticeship will begin on Monday, January 4th. The final day of the class is Friday, February 26th. Apprentices who successfully complete the education program will begin their On-the-Job learning on Monday, March 1st. The sterile processing tech apprenticeship is approximately one year from the start of training.

3. Will I receive a certificate if I graduate from the Apprenticeship Program?

Yes. After successful graduation, graduates will receive a certificate of completion jointly from *JobForward* and *UVMH*. Upon completion of the one-year apprenticeship, apprentices will receive a Certificate of Apprenticeship Completion from the *US Department of Labor*.

4. What is the cost of the Apprenticeship Program?

There are no direct costs associated with participating in this program.

5. Are there any other costs to the program?

Students will be provided with all the necessary educational materials including textbooks and computers. All these materials remain the property of *JobForward*, *UVMH*, and the program.

6. Are participants hired at the start of the program?

Yes, all selected participants will be offered full-time employment at University of Vermont Medical Center at the start of the training program.

7. Will I need to demonstrate my ability to perform the duties of a sterile processing tech in a live setting?

Yes, students will be required to demonstrate their knowledge of sterile processing tech competencies in a live setting. Class instruction will include the principles of sterile processing as part of the curriculum.

8. When will I begin On-the-Job Training by the University of Vermont Health?

Students who successfully complete the education program will begin On-the-Job training with the *University of Vermont health* on Monday, March 1st.

9. What if I am unable to enroll in the Apprenticeship Program at this time?

Will there be other opportunities?

We may hold additional healthcare-related Apprenticeship Programs for *UVMH* in the future. Please visit our website at www.jobforward.org for more details. There

Frequently Asked Questions & Answers

University of Vermont Health

is a possibility that other healthcare and technology apprenticeships will be offered through *JobForward*, but no guarantees.

FAQ&A Selections

1. Do I need prior healthcare experience or education to apply?

Candidates do not need any prior healthcare experience or education to apply to the program. However, candidates must have a minimum of a High School Diploma or GED.

2. What are the steps in the selection process?

The first step in the selection process is to complete the online application and submit your resume. The second step is to attend the mandatory Information Session and then complete the series of online aptitude assessments. Based on the received applications, resumes, and the results of aptitude assessments, a select group of participants will be invited to return for a series of interviews. From the pool of interviewed applicants, selected individuals will be selected to participate in a shadow experience in the Sterile Processing Department. From there, a final group of students will be chosen by *UVMH*. The final selection will be based on a person's overall desire and potential to succeed, as well as organizational fit.

FAQ&A Employment

1. Is there a background check required for employment?

Yes, background checks are commonly required in the healthcare industry. Prior to employment, *UVMH* conducts a background screen for each student selected for the program.

2. Do I need to be vaccinated?

Vaccine requirements will vary by location.

3. Where will I be working?

Sterile Processing Techs will be hired at University of Vermont Medical Center. Various *UVMH* sites may be used for practicum experience.

4. What days/hours will I be working?

There are primarily evening and night shift openings with final details determined at time of offer.

5. Do I need to submit references?

Yes. If you are selected to participate in this opportunity, *UVMH* will send an email from SkillSurvey with a link to submit the names and contact information of five (5) references.

Frequently Asked Questions & Answers

University of Vermont Health

6. Who can I list as a reference?

Two (2) must be past managers or supervisors (these can include mentor, coach, guidance counselor, teacher, principal, or priest); the remaining three (3) can be business or personal. References cannot be family members.

7. How much will I be able to earn as an employee with *The University of Vermont Health*?

In this session, positions will start at an hourly wage of \$21.69. The positions will include a comprehensive benefits package.

8. Are benefits offered with the apprenticeship position?

Yes. Apprentices become employees of *UVMH* on the first day of the training. In accordance with the employer's policies, employees will have the opportunity to contribute to a comprehensive benefits package which can include health and dental coverage. Please refer to *UVMH* benefits sheet for a complete listing of benefits.

9. Are there opportunities for advancement once I become employed by *The University of Vermont Health*?

Yes. You will be evaluated as part of the employer's standard performance review cycle and considered for other positions as deemed needed by the organization.

FAQ&A Classroom

1. What will the education involve during the *Apprenticeship Program*?

This session is designed to prepare successful graduates for positions as Sterile Processing Techs. Class will cover topics such as anatomy and physiology, medical terminology, sterile processing principles, and preparation for the HSPA (Healthcare Sterile Processing Association) Certification Exam. A variety of learning formats will be featured both in the classroom and online.

2. Where will the classes be held?

This session will be in-classroom instruction which requires attendance Monday through Friday, 7:30am to 4:00pm. Class will be held in one of the UVMHC facilities. More information will be provided to selected students. Classroom subject to change.

3. Who will deliver the education?

JobForward and *UVMH* will provide the instructors for all of the classes involved in the eight-week program.

4. What is the class schedule for *The University of Vermont Health Apprenticeship Program*?

Class is held for eight (8) weeks, Monday through Friday, 7:30am to 4:00pm on in-person classroom days and 7:30am to 4:00pm on remote

Frequently Asked Questions & Answers

University of Vermont Health

classroom days if necessary. Attendance is required. Classes will begin on Monday, January 4th, and the last day of training in the classroom is Friday, February 26th.

5. What do I do if I am having trouble in class?

If a student's performance in the class is below expectations academically, technically, and/or behaviorally, the faculty will provide additional support as requested and necessary, provided appropriate levels of effort are demonstrated by the student. If accommodations are required, the student should notify program staff as soon as possible.

6. Will my course work and school records be shared with my sponsoring employer?

Under certain circumstances, all of your schoolwork and school records (including course work, projects, attendance records, and written and oral conversations) may be shared with *UVMH* in the event that *JobForward* deems it necessary.

FAQ&A Certification

1. When will I take the Certification exam?

The certification exam is called the Certified Registered Central Service Technician (CRCST). Individuals need 400 hours of hands-on experience preceding the application.

2. What happens if I do not pass the Certification exam on my first attempt?

Apprentices who do not pass the certification exam on their first attempt will be required to notify staff in order to develop an action plan.

3. Are accommodations available for the Certification exam?

Yes. Accommodations are coordinated directly between the student, their healthcare professional, and HSPA.

WIOA List of Required Documents

University of Vermont Health

Required Documents

IF you are selected to participate in the UVMH Sterile Processing Technician Apprenticeship Program, you will need to have the following items ready prior to the date of enrollment for a one-on-one meeting with DOL staff to occur between selections and the first day of class.

Vermont Department of Labor

- Valid photo ID (License or Passport)
- Birth Certificate/Passport **or** Naturalization paperwork (if **not** US Citizen)
- Physical Social Security Card - If you do not have a copy, please contact the Social Security Administration Office to request a copy:
<https://www.ssa.gov/myaccount/replacement-card.html> or visit one of their locations in Burlington (Lakeside Avenue), Montpelier or Rutland.
- Males ONLY... Proof of registering for Selective Service (also visit www.sss.gov)
- Last Pay Stub for any jobs held in previous 6 months
 - If you were self-employed: copy of last year's tax returns and/or copy of the general ledger account for the last 6 months
 - If married: Spouse's Last Pay Stub for any jobs held in previous 6 months
- If laid off within last year: Letter of layoff from previous employer
- Proof of Financial Eligibility:
 - Proof of being current TANF/Reach Up recipient (copy of current authorization document)
 - Proof of being current SNAP / Food Stamps recipient (copy of authorization document)
 - Copy of SSI or SSDI award if you receive Social Security benefits
- Veterans:
 - Provide a copy of DD-214 (Certificate of Release or Discharge from Active Duty)

We strongly recommend locating these documents now so they are ready when needed.