

# College of DuPage Central Sterile Processing Distribution Technician

## Certificate Program

[www.cod.edu/cpdt](http://www.cod.edu/cpdt)

## Program Information & Registration Packet Spring 2026

CSPD 1211 course options:

1<sup>st</sup> 8-week session (January start)

2<sup>nd</sup> 8-week session (March start)



**Note:** Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, [CastleBranch.com](http://CastleBranch.com), insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed



Nursing & Health Sciences Division  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
Division Office (630) 942-8331  
Fax (630)942-4222  
[www.cod.edu](http://www.cod.edu)

Dear Student,

Thank you for your interest in the College of DuPage Central Sterile Processing and Distribution (CSPD) program. This registration packet has been developed to provide you with a complete overview of our program including the process for registration.

The program includes 4 courses that can be completed in as little as one semester. CSPD1111 is an 8-week online didactic course that applies the principles of the sterile processing department necessary for professional certification and employment. CSPD1211 is an 8-week course that provides students hands-on experience in a hospital or surgery center. SURGT1000 evaluates the importance of ethical and professional behavior in healthcare. HLTHS-1110 is a biomedical terminology course that defines the terms, body systems, and language used in the medical field. All of these courses combined offer the COD CSPD certificate that help move you closer to the goal of working in healthcare.

If you have any further questions about the profession or program, please feel free to contact me at [kasparj111@cod.edu](mailto:kasparj111@cod.edu).

I look forward to hearing from you,

*Jayne Kaspar*

**Jayne Kaspar, CST, CSPDT** | Central Sterile Processing and Distribution Program Chair  
College of DuPage | 425 Fawell Blvd., Glen Ellyn, IL 60137  
[kasparj111@cod.edu](mailto:kasparj111@cod.edu)  
<https://www.cod.edu/cpdt>

# College of DuPage

## Central Sterile Processing and Distribution Program

### **Program Overview:**

The Central Sterile Processing Distribution Technician Program prepares competent professionals in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The curriculum incorporates Healthcare Sterile Processing Association (HSPA) professional standards, guidelines, and competencies. The program is a 12-credit program that consists of CSPD1111, CSPD1211, SURGT1000 and HLTHS110.

Upon successful completion of the Sterile Processing Distribution Program, you will receive the College of DuPage certification. You will also be eligible to sit for the Healthcare Sterile Processing Association (HSPA) Provisional Certification Exam, or the Certification Board of Sterile Processing Technicians (CBSPD) certification exam.

### **Essential Functions**

You may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases while working as a surgical technologist. Please look carefully at the following Essential Functions for the operating room. These are physical, mental, and emotional characteristics that are required for employment in the operating room. Only you can decide if this career is right for you. It is better to recognize if a program is the right fit before committing to a career. Once admitted into the program, students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. *Non-compliance with rules, regulations and procedures is a basis for **dismissal** from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.*

### **Gross Motor Skills:**

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders (e.g., adjust overhead lights)
- Reach below waist (e.g., plug electrical appliance into wall outlet)
- Reach out front

### **Fine Motor Skills:**

- Pick up objects with hands
- Grasp small objects with hands firm and slight pressure (ex. surgical instruments)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate small microscopic instruments)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot (e.g., pumping soap dispenser, detergents)

### **Physical Endurance:**

- Stand for long periods of time from 2-4 hours
- Maintain same position for long periods of time
- Sustained repetitive movements
- Function in a fast-paced work environment

### **Physical Strength:**

- Push and pull 50 pounds (e.g., carry instrument pans, move equipment)
- Support 50 pounds of weight (e.g., large instruments/trays)
- Lift 50 pounds (e.g., instrument trays, equipment)
- Carry equipment/supplies (e.g., lift instrument pans)

- Squeeze with hands (e.g., operate fire extinguishers)

**Hearing:**

- Ability to hear normal speaking level sounds (e.g., person to person conversation,)
- Ability to discriminate speech in presence of background noises
- Hear in situations when not able to see lips (e.g., masks are worn in decontamination department)

**Visual:**

- See objects up to 20 inches away (e.g., information on monitor screen, identification of small instruments)
- See objects up to 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies)

**Environment:**

- Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors (e.g., chemicals, detergents)
- Exposure and tolerate unpleasant sights and sounds, electrical energy, solvents, grease, oils, slippery or uneven walking surfaces and excessive noises
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment (e.g., mask, gown, gloves, glasses)
- Tolerate working indoors
- Tolerate working in extreme temperatures

**Emotional Stability:**

- Establish professional relationships
- Adapt to changing environment/stress
- Focus attention on task
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Accept constructive feedback
- Accept responsibility for own actions

**Interpersonal Skills:**

- Establish rapport with individuals (e.g., staff members and hospital staff)
- Respect/value diversity in others
- Negotiate interpersonal conflict
- Demonstrate tolerance in working with others
- Function as part of a team

## **Total Credit Hours Required for Certificate**

Total Credit Hours Required for Certificate: 12 credit hours

**In order to obtain the Certificate in the Central Sterile Processing Distribution Technician program, you will need to complete the following courses:**

1. **CSPD 1111** Central Processing Distribution Technician (3 credit hours)\*
2. **CSPD 1211** Central Sterile Processing and Distribution Practicum (3 credits hours)\*
3. **SURGT 1000** Ethics in Health Care (3 credit hours)\*
4. **HLTHS 1110** Biomedical Terminology (3 credit hours )\*

\*Grade of 'C' or higher is required

### **Suggested Fall & Spring Course Sequence:**

1 <sup>st</sup> 8-week session	CSPD 1111
	SURGT 1000
2 <sup>nd</sup> 8-week session	CSPD 1211
	HLTHS 1110

### **Suggested Summer Course Sequence:**

8-week session	CSPD 1111
	SURGT 1000
	CSPD 1211
	HLTHS 1110

## **Estimate of Student Fees**

Please visit the [Program Costs webpage](#) for estimated fees.

There may be additional costs incurred during the program. Costs may include (but are not limited to) parking, transportation, fingerprinting, clinical site databases, etc. The student will be responsible for these costs.

## **Program Outcomes**

At the conclusion of the program, you should be able to:

- Function as a competent certified central processing/sterile processing distribution technician following guidelines established by HSPA/CBSPD. Function effectively as a valued member of the health care team, meeting the needs of the health care consumer within the approved scope of practice.
- Communicate appropriately as a member of the health care team. Effectively communicate the needs of the consumer and health care professional. Act as the patients' advocate using the communication skills taught within the program.
- Incorporate skills learned into the health care environment. Maintain at all times the patient's rights, safety, and medical asepsis and sterile technique.
- Continue to learn beyond the program's goals and take your knowledge and training confidently into the health care community. Perform self -evaluation in order to ensure the highest level of quality care.

## **Opportunities for Employment**

Employment of sterile processing distribution technicians would be in an acute care (hospital) setting, surgery center setting, physician offices, and OB/GYN departments within a hospital.

## **Opportunities for Advancement**

Graduates of the Central Sterile processing distribution course can work within a Sterile Processing Department in many different roles. Many have found lifelong careers while advancing into management positions. Graduates can also use the course as a springboard to other careers in health care, such as surgical technology, surgical assisting, or nursing.

## **Helpful Academic Skills or Experiences**

High school courses in science, math, English and communications.

## **Policies and Procedures**

All Nursing and Health Science Division policies and procedures are found on our [Division website](#). It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies and procedures.

*“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”*

## **REGISTRATION REQUIREMENTS**

The following are **REGISTRATION REQUIREMENTS** for the CSPD1211 Central Sterile Processing and Distribution Practicum Course and must be complete prior to receiving permission to register.

**NOTE:** *Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.*

1. If you have not been admitted to College of DuPage, please complete the **non-refundable \$20** [College of DuPage General Admissions Application online](#). **This application is for general admissions to College of DuPage only.**

\* If you are an F-1 International Student, you must receive prior approval from the International Student Advisor in the [International Student Admissions Office](#), SSC 2225 prior to registration.

2. Registration for CSPD 1211 is based on **first-come; first-serve**. The sooner you complete all the requirements below, the better. Before receiving registration permission, you will need to complete the below Background Check, Health Requirements, Edward Occupational Health Chart Review, and Medical Document Manager.

**NOTE:** For questions regarding the below steps, please email [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu)

3. Initiate **Background Check** through **Castle Branch** - Begin ASAP

Go to <https://login.castlebranch.com/login>. Choose **USER type**:

- **If New User – click on “Create Account”** (You are a New User if you did NOT create a Castle Branch account at COD for another program in the past)
  - Enter an email address and create a password. Click “Next” and follow steps
- **If Current User – enter Username & Password** then click **“Sign In”** (You are current user if you previously created an account for a COD program).
  - If you do NOT remember your password, click on “Forgot Password”. If you do NOT remember your Username, call Customer Service: (888) 723-4263
- All Users will be directed to enter/confirm User Profile Information and Security Questions.

4. Order **Background Check & Medical Document Manager** through Castle Branch

- When logged in to Castle Branch from above, select “Place Order” at the top right.
- Enter Package Code: **CL88bgim**
  - (This code allows you to order the Background Check & Medical Document Manager)  
cost: \$91.49
  - A. Review the Summary Page and make sure all information is **ACCURATE**
  - B. Enter Payment information
  - C. When you reach Order Confirmation page, click “NEXT”. You will be re-directed to your Castle Branch “MyCB” Dashboard – click “Go”
  - D. Click **“To Do List”**. This is your landing page for (Background Check, Medical Document Manager & Drug Screening)
  - E. Click on **“(+)” Background Check**
  - F. Then click **“(+)” Illinois Statewide Criminal Release Form – download & print**

- G. Within 5 business days, provide **hand-written signature** and e-mail to [expedite@castlebranch.com](mailto:expedite@castlebranch.com).
- H. NOTE: Form must be e-mailed within 5 business days, otherwise, your Background Check will be cancelled.

**5. Complete Health Requirements** (physical exam, vaccines, and titer blood draws)

Refer to the [Health Requirements Packet](#) and <https://youtu.be/M6khaCBRj04> for detailed instructions.

There are 2 options for completing your physical exam, vaccines, and titer blood draws:

1. Visit your **own Healthcare Provider** (encouraged for use of health insurance)  
**OR**
2. **Edward Occupational Health (EOH)**. (EOH does **not** accept insurance but offers reduced pricing listed in the [Health Requirement Packet](#)).

Obtain the following health requirements:

<b>Health Requirements</b>
Physical Exam - <b>PRINT &amp; BRING</b> "Physical Exam" form to your doctor (page 10). Must be completed within the last year.
QuantiFERON TB Gold Blood Test – <b>MUST</b> be dated <b>5/16/25</b> or later
TDAP vaccine
Hepatitis B Immune IgG Immune Titer (blood test)
Varicella Immune IgG Immune Titer (blood test)
MMR – Measles (Rubeola), Mumps, Rubella IgG Immune Titer (blood test)
2025-2026 Flu Vaccine – <b>typically available late August</b>

**6. In-person Chart Review with Edward Occupational Health (EOH) – cost \$38**

EOH serves as our medical reviewer. After you complete the above health requirements from Step 5, make an appointment for an in-person **EOH Chart Review**. Call only one of these EOH locations below.

**Please leave your full name and call-back phone # and they will return your call.**

1. Naperville (630) 527-7299 (press 2 to schedule an appointment)
2. Bolingbrook (630) 527-7299 (press 2 to schedule an appointment)
3. Addison (331) 221-0570 (press 2 to schedule an appointment)
4. Elmhurst (331) 221-0570 (press 2 to schedule an appointment)

**7. CPR Certification – Submit American Heart Association - BLS CPR Certification to your Castle Branch Medical Document Manager** (Must be given & hosted by the American Heart Association (AHA) for BLS providers. Certification given by any other provider will NOT be honored).

CPR Course Options:

- Go to AHA ([click here -Find an AHA BLS provider course near you](#))  
**OR**
- <https://downersgrovecpr.enrollware.com/schedule#ct253839>

**8. Comprehensive Health Insurance coverage: submit proof to Castle Branch Medical Document Manager.**

You need to have valid insurance that covers you for the entire length of the program. Upload proof to your Branch Medical Document Manager. If you do NOT have health insurance, you have 2 options on



how to proceed with obtaining Health Insurance. **You need to begin researching these options NOW** as the approval process can take up to 90 days.

- If you had a “**Life Event**” change, then you may qualify for a Special Enrollment Period (SEP). Please visit <https://getcovered.illinois.gov/special-enrollment-period/special-enrollment.html> to view list of “Life Events” to see if you qualify. Again, please research this NOW. Please contact Debra Gaetano at 877-247-8817 for assistance navigating this option.
- If you did not have a “Life Event” change from above, you should start the application process for Medicaid **NOW, by visiting [Applying for Medicaid](#)**. The approval process for Medicaid can take 60 – 90 days, therefore, you need to start this process **ASAP**. We want you to be aware that you must be approved by Medicaid prior to your clinical start date in order to remain in the program.

9. **Medical Document Manager** through Castle Branch- Involves:

1. Uploading CPR certification
2. Uploading Insurance
3. Uploading Flu Vaccine
4. Signing Policy forms
5. Uploading Edward Health Clearane Form

10. When all Castle Branch items show ‘complete’, you will receive registration instructions from [clinicalrequirements@cod.edu](mailto:clinicalrequirements@cod.edu).

11. Drug Test – **Do NOT begin until instructed**. This will be completed AFTER registration and prior to course start through Castle Branch. **The drug test must be ‘cleared’ prior to course start in order to proceed in the course.**

**IMPORTANT NOTES:**

‘Positive’ results for Marijuana will **NOT** be accepted as marijuana is not federally regulated. This means that if you receive a ‘positive’ result for Marijuana, you will **not** be able to move forward in the program as the clinical sites require a ‘clear’ drug test. FYI, marijuana can remain in your system for at least 4-8 weeks. Please note that even if you had a prescription for medical marijuana, it will still not be accepted. This policy is also stated in our [Policy for Professional Conduct](#).

If you receive a “*dilute negative*” result, this means that your urine was too diluted to obtain an accurate result and you need to re-pay and take a new drug test. Please be cognizant of how much liquid you drink. It is best to try to schedule the test first thing in the morning when the sample will be most concentrated, if possible.