

INTERNATIONAL FLS TEST CENTER APPLICATION

For applicants outside the U.S. and Canada



Instructions: This application is to be completed by the designated FLS Champion except where noted. Please study the ***International FLS Test Center Standards and Criteria*** prior to completing this application. Payment and all required documents must accompany the submitted application. Refer to the submission instructions at the bottom of this application as well as the ***International FLS Test Center Fee Schedule*** for more information.

FLS Test Center Applicant

Applicant Institution Name	
Academic Affiliate (if applicable)	
ACS Accredited Education Institute designation (please check one)	<input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Not Accredited
Street Address (Where FLS testing would take place)	
City	
State/Province	
Postal Code	
Country	

Standard 1: Staff

FLS Champion

Full Name	
Job title	
Department	
Email Address	
Active SAGES member? (check one)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Year of FLS Certification	
Role in Surgical Education (please describe)	

Please attach current CV for FLS Champion to this application

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Proctor Candidates

Please refer to Criterion 1.1 through 1.3 for proctor candidate qualifications

Proctor Candidate #1

Full Name	
Current Job Title	
Department	
Email Address	
Brief job description (3-4 sentences)	

- Is able to dedicate at least 5% of protected time to FLS related activities
- Is familiar with laparoscopic equipment

I hereby testify that I meet or exceed all of the criteria for FLS proctors as stated in the FLS Test Center Standards and Criteria under Standard 1. I understand that if it is discovered that I do not meet one or more of the criteria for FLS proctors, our institution may lose our Test Center Status and/or our application may be denied.

Proctor Candidate 1 Signature

Please attach current CV for Proctor Candidate 1 to this application



Proctor Candidate #2

Full Name	
Current Job Title	
Department	
Email Address	
Brief job description (3-4 sentences)	

- Is able to dedicate at least 5% protected time to FLS related activities
- Is familiar with laparoscopic equipment

I hereby testify that I meet or exceed all of the criteria for FLS proctors as stated in the FLS Test Center Standards and Criteria under Standard 1. I understand that if it is discovered that I do not meet one or more of the criteria for FLS proctors, our institution may lose our Test Center Status and/or our application may be denied.

Proctor Candidate 2 Signature

Please attach current CV for Proctor Candidate 2 to this application



Proctor Candidate #3 (if applicable)

Full Name	
Current Job Title	
Department	
Email Address	
Brief job description (3-4 sentences)	

- Is able to dedicate at least 5% protected time to FLS related activities
- Is familiar with laparoscopic equipment

I hereby testify that I meet or exceed all of the criteria for FLS proctors as stated in the FLS Test Center Standards and Criteria under Standard 1. I understand that if it is discovered that I do not meet one or more of the criteria for FLS proctors, our institution may lose our Test Center Status and/or our application may be denied.

Proctor Candidate 3 Signature

Please attach current CV for Proctor Candidate 3 to this application



Standard 2: Equipment

FLS Champion to initial each of the following and provide photographs as proof of having all of the required equipment below:

_____ Our Institution owns at least 2 FLS trainer boxes in working order with all necessary parts/accessories available for use in the designated testing area

_____ Our institution has all of the following equipment for the sole purpose of FLS testing and training (i.e. equipment is not shared with the Operating Room or other clinical entity):

- 2 laparoscopic needle drivers (non self-righting)
- 1 laparoscopic locking grasper
- 1 closed ended knot pusher
- 1 open ended knot pusher
- 2 Maryland dissectors
- Laparoscopic scissors (must keep enough on hand to replace them when they are dull)
- 2 (10mm minimum) low profile trocars

_____ Our institution has at least 2 video monitors (1 for each trainer box) for sole use with the FLS trainer box that comply with the minimum standards as described in the FLS Test Center Standards and Criteria

_____ Our institution has at least 2 computers dedicated for FLS testing (please refer to the computer requirements document for more specific information).

_____ Our institution has dedicated space for FLS testing that meets or exceeds the criteria outlined in Standard 2. *(Please also attach floor plan of space to be used for FLS Testing)*

_____ Our Institution has the following supplies on hand as well as the ability to continue to acquire the following supplies:

- FLS approved rubber penrose drains
- 18" pre-tied ligating loops
- FLS approved Single circle gauze sheets
- FLS approved red foam organs
- 2-0 silk (or sofsilk) suture at least 90cm in length on an SH or V-20 type needle
- Disposable endoscopic scissors or scissor tips (1 new unit/ 10 testers on average)

_____ Our institution understands that there are costs associated with administering the FLS exam and obtaining necessary supplies/equipment that the SAGES reimbursement rate per exam may not cover.



Standard 3: Institutional Support

Please attach a letter from the medical school and/or departmental/hospital administration outlining the intent to support the staff time, funds, and space necessary to become and maintain FLS Test Center status

For FLS Champion:

I have read, and understood the ***FLS International Test Center Standards and Criteria*** document. I testify that our institution meets all of the FLS Test Center Standards and Criteria. I understand that if our institution does not meet or cannot comply with these standards for any reason, our application may be declined or our Test Center deactivated. All of the information above is correct to the best of my knowledge and I have filled out this application as accurately as possible.

Signature

Date

Full Name (please print)

Title



Submission Instructions

The following documents **MUST** accompany your submitted application:

1. A current CV from the designated FLS Champion
2. A current CV from each proctor candidate listed on this application
3. A floor plan outlining the space to be used for FLS Testing
4. Pictures of the designated FLS Testing space that include FLS training boxes and monitors
5. Pictures of all required equipment and supplies
6. A support letter from the applicant's institutional leadership as outlined in Standard 3 above
7. A summary of the applicant's plan (2 pages or less) for meeting and sustaining the minimum FLS test administration volume requirements as described in Criterion 4.1 of the FLS International Test Center Standards and Criteria. This plan should include a letter of support or agreement from any external sources (neighboring institutions or programs) that are included in the plan to sustain the volume requirements.
8. Documentation of any high stakes medical examinations that are given in English within the applicant's country, if applicable. This documentation can be in the form of a letter from the testing agency, or any other form of written documentation confirming that the test is administered in English.

Payment for the application fee must accompany the completed application. Refer to the FLS Test Center fee schedule for the cost. If paying by credit card, please complete the form below. Checks should be payable to SAGES (please note 'FLS' in the memo field).

The application can be completed digitally, aside from fields where signatures or initials are required. Please keep a copy of your completed application for your records.

Please mail the original complete application (along with payment and required attachments) to the address below AND email a scanned copy of the application to fls@sages.org. Please use 'International FLS Test Center Application' as the subject line of your email.

Submission of an application and/or meeting all Standards and Criteria does **NOT** guarantee Test Center Status. The SAGES staff will verify that the test center applicant meets all of the aforementioned criteria during the site visit.

Applications are reviewed by select members of the FLS committee and the FLS directors on a quarterly basis. Notices regarding application approval, denial, or pending status will be sent out within 4 weeks following review. Approval notices will include information regarding scheduling an FLS Test Center Site Visit. Test Center status is contingent on the successful completion of the site visit and proctor training. An invoice for the site visit will accompany all approval notices. Payment must be made within 60 days of invoice receipt. Please note, it may take up to 8-10 months to schedule and conduct the FLS Test Center Site Visit dependent on availability. Applicants will be notified of their status within 4 weeks of the completion of the site visit. No applicant will be considered an approved FLS Test Center until the final notice is received after the site visit has been conducted.



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Visa MasterCard Amex Card Number _____ Exp. _____

Security Code (3 digits on back of card, Amex: 4 digits on front of card) _____

Cardholder Name _____

Signature _____

- I have enclosed a check made payable to SAGES
- I have enclosed a money order to SAGES (for international orders)

Payment must accompany application

Mail payment, application, and attachments to:

SAGES
Attn: FLS Program
11300 West Olympic Blvd
Suite 600
Los Angeles, CA 90064