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INTEGRITY ♥ STEWARDSHIP ♥ RESPONSIBILITY ♥ RESPECT ♥ PROFESSIONALISM

NURSING ASSISTANT (NA-1) PROGRAM

Caregiver Training Institute (CTI) invites you to enroll in the Nursing Assistant Level 1 training program. Students will be actively involved in the classroom with lecture, videos and skills lab time, and then complete the practicum in a nursing facility in the community. A *Certificate of Completion* will be issued upon successful completion of the NA-1 training program and students will be eligible to test for certification as a CNA in the State of Oregon.

COURSE OPTIONS

The **NA-1 Accelerated, Day, Evening and Weekend Programs** are a total of 155 hours, 80 hours in the classroom and 75 hours in a clinical setting at a nursing facility. The **NA-1 Enhanced Learning Program** consists of 100 hours in class/lab time, and 75 hours in a clinical setting, a total of 175 hours. The **Online NA-1 Program** consists of 53 hours and is the classroom portion of the program only. Online NA-1 students will also attend labs onsite and a clinical rotation.

Which NA-1 Class is Right for Me?

- **NA-1 Accelerated** classes will allow students to complete the program quicker, but they move fast and are more challenging. Classes are designed for students with good reading comprehension skills, strong study habits and time management skills.
- **NA-1 Weekend** classes are held on Saturdays and Sundays over a ten-week period. Weekend classes are designed for students who have commitments during weekdays and evenings that preclude them taking other schedules, and for those students who prefer a schedule that allows additional study time during the week between classes.
- **NA-1 Day, NA-1 Evening and NA-1 Day Enhanced Learning** classes give students more time to read and absorb the required chapters, review and practice skills, and prepare for exams. **NA-1 Day Enhanced Learning** classes feature an additional 20 didactic hours to provide students with more in-depth information on different program segments, added focus on vocabulary/medical terminology, practice in test-taking skills, and guidance on employment readiness skills. If you struggle with reading, we recommend you enroll in a regularly scheduled or learning enhanced class instead of an accelerated class.
- An **Online NA-1** program option is also available. Students enrolling in the Online NA-1 program must have a reliable computer with an internet connection, an email address, and be able to work independently during the online portion of the program. When students complete the online portion of the program they will come into the school to take their final exam, and will attend their labs and clinical rotation with one of the classes scheduled at the school.

ELIGIBILITY CRITERIA

- **Must be at least 16 years of age.** (Note: *The signature of a Parent/Legal Guardian is required for all NA-1 students who are under the age of 18.*)
- **Must be able to read, write and communicate in English fluently.**
- **Must be able to pass a criminal background check and drug screening.**

REGISTRATION DEADLINE

****At least two (2) business days prior to the first day of class, students must have completed an information session; submitted all completed enrollment paperwork and eligibility documentation to the business office; selected a schedule; and paid their criminal background check and tuition fees.****

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Revised 5-1-18



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REGISTRATION PROCESS

- Provide your contact information and view a no-obligation Online NA-1 Information Session.
- Go to the school to submit your registration/eligibility paperwork and complete the registration process. All enrollment paperwork must be completed, signed and received by the school business office at least two (2) business days prior to the first day of class.
- Pay your program fees – **Tuition (NA-1 \$1,275; Online NA-1 \$1,375; NA-1 EL \$1,400); Criminal History Fee \$50; CURRENT School NA-1 Handbook Fee \$20.** A payment for a minimum of 50% of the program tuition reserves a student's seat in class. **A payment reserving a student's seat in class WILL NOT be accepted until students complete an information session, select a class/clinical schedule, and submit all signed completed enrollment paperwork to the business office.** Criminal history fees must be paid in full at least two (2) business days prior to the first day of class. Students must pay their program tuition in full at least two (2) business days prior to the first day of class, unless they set up a tuition payment plan at the business office at least two (2) business days prior to the first day of class. Online NA-1 Students must pay their tuition in full at registration and are not eligible for a payment plan.

REQUIRED ITEMS FOR THE FIRST DAY OF CLASS:

- Textbook/Workbook – NA-1 \$75/set (text \$55/workbook \$35); NA-1 EL \$60/set (available for purchase through the school)
- CURRENT School NA-1 / NA-1 EL Handbooks - \$20 (available for purchase ONLY AT THE SCHOOL)
- Scrubs (any color, pattern); Shoes (athletic shoes, fully enclosed non-skid soled work shoes)
- Watch w/second hand
- Medical Equipment: BP cuff, stethoscope, gait belt - \$70/kit (available for purchase through the school)
- School Supplies (paper, notepad, black pen, highlighters)
- OSBN booklet *Nusing Assistants in Oregon* (available for download during the information session)
- Name Tag (provided by the school)

A neat, clean, professional appearance is required throughout the program.

Hair pulled to be pulled back and confined. Tattoos must be covered. Minimal jewelry.

False fingernails and chipped nail polish are not allowed. No fragrances.

REQUIRED ITEMS FOR THE FIRST DAY OF CLINICAL:

****All documentation must be completed, submitted, and confirmed by the end of the day of the scheduled midterm exam or the student WILL NOT go into the clinical setting.****

- AHA BLS CPR card - \$60 (Submit your current AHA BLS CPR card to the business office, or sign-up for CPR class at the school.)
- TB Test Screening - \$30/ea placement (Submit you current TB screening or Chest X-ray Report for TB to the business office; or sign up for a TB Skin Test (PPD) at the school.)
- Drug Screening - \$45 (Drug screening in is DONE ONLY through school service provider.)
****Payment in full is required when registering for a CPR class, scheduling a TB Test, and prior to obtaining a drug test.****
- Immunizations - CTI has obtained exemptions from OHA regulations from the school's clinical NA-1 training partners. **NA-1 students ARE NOT REQUIRED provide the following immunization documentation prior to their clinical rotation: Hep B (Hepatitis B), MMR (measles, mumps & rubella), Tdap (tetanus, diphtheria & pertussis) and Varicella.** Clinical sites *MAY REQUIRE* students obtain and provide documentation of the flu vaccine prior to the start of their clinical rotation during the flu season. Clinical sites will notify the school of timeframe requirements.

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