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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 and strong study habits and time management skills.*
- **NA-1 Weekend** classes run eight hours and 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 hours and provide more in-depth information on program segments, added focus on vocabulary/medical terminology, test-taking skills, and guidance on employment readiness skills. *If you struggle with reading, we recommend you enroll in a regularly scheduled or enhanced learning 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. Students may start the NA-1 Online Program at any time following registration, but it is a condition of the program that NA-1 Online students must complete the online portion of the program and take their final exam no later than seven (7) days prior to the start date of the class in which they are scheduled to attend labs and clinical. NA-1 Online students will attend their labs and clinical rotation with one of the day or evening classes scheduled at the school; weekend schedules are not available to Online NA-1 program students.

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.**
- **Must certify you are free from contagious disease, physically and mentally fit, and be able to successfully participate in skills labs and clinicals.**

Registration Deadline

REGISTRATION INTO A CLASS IS CLOSED TWO (2) BUSINESS DAYS PRIOR TO THE FIRST DAY OF CLASS
At least two (2) business days prior to the first day of class, NA-1 students must complete all their pre-registration requirements

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- View an Online NA-1 Information Session and submit their digital signature** acknowledging they have viewed the Information Session and have received, understand, and agree to the information covered in the presentation *at least two (2) business days prior to the first day of class.*
- Submit any required program pre-registration prerequisite/eligibility documentation and their completed, signed, and dated registration packet at the business office at least two (2) business days prior to the first day of class.**
- Select a class/clinical schedule.**
- Pay their program tuition in full (NA-1 \$1,325; Online NA-1 \$1,425; NA-1 EL \$1,450),** 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.
- Reserve A Spot! - When registering for a class, students may make a payment for a minimum of 50% of their program tuition to reserve their seat in an upcoming class.** *(Before a payment reserving a student's seat in class will be accepted, students must first submit a digital signature acknowledging they have viewed the Online NA-1 Information Session; provide any required pre-registration documentation; submit their completed registration packet; and select a class/clinical schedule.)*

Required Items for the First Day Of Class

- ✓ **Dress Code:** Neat, clean, casual clothing that fits well (*not tight or revealing*) and in good repair (*not frayed, ripped, torn*) may be worn during class sessions only. Shorts, skirts above the knee, or sagging are not allowed.
- ✓ **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** (*provided by the school*)
- ✓ **OSBN booklet Nursing Assistants in Oregon** (*provided by the school*)
- ✓ **Name Tag:** (*provided by the school*)
- ✓ **Note-taking Supplies:** (i.e.-paper, post-it flags, notebook/3-ring binder, highlighters, pens/pencils, etc.)

Required Items for Labs & Clinical

- ✓ **Uniform: Scrubs** (*any color, pattern*); **Shoes** (*athletic shoes, fully enclosed non-skid soled work shoes*)
- ✓ **Medical Equipment: BP Cuff, Stethoscope - \$45 BP Cuff/Stethoscope Kit** (*available for purchase through the school; equipment also priced individually*); **Gait belt** (*provided by the school, or \$5 for colored Gait Belt*)
- ✓ **Name Tag:** (*provided by the school*)
- ✓ **Watch w/second hand**
- ✓ **School Program Handbook; Text/Workbook; Note-taking Supplies**

Required Clinical Documentation Deadline

****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 a current AHA BLS CPR card to the business office, or sign-up for CPR class at the school.*)
- ✓ **Drug Screening - \$50** (*Drug screening in is DONE ONLY through school service provider.*)
- ✓ **TB Test Screening:** (*Submit documentation of a current TB test via TB Skin (PPD) Test), or Quantiferon test, or a Chest X-ray for TB to the business office.*)
- ✓ **Immunization Documentation: Documentation is NOT REQUIRED for students in the NA-1 training program.** CTI has obtained exemptions from OHA regulations from the school's clinical NA-1 training partners for the following immunization documentation: Hep B (*Hepatitis B*), MMR (*measles, mumps & rubella*), Tdap (*tetanus, diphtheria & pertussis*) and Varicella (*chicken pox*).
- ✓ **Influenza (Flu):** 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.

****NOTE: Payment in full is required when registering for a CPR class and prior to obtaining a drug test.****

A well-groomed professional appearance is required throughout the program.

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

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